

Sumter County Elementary School

2022-2023

Faculty / Staff Handbook



"All STARs"

(Striving To Achieve Results)

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TABLE OF CONTENTS

SECTION I: GENERAL INFORMATION	<u>Page</u>
System Calendar	5
Accident Reporting	6
ASTEP	6
Board Policy	6
Breakfast and Lunch Routine	6
Care of Classrooms	6
Cellular Phones	7
Character Education	7
Children of Staff Members	7
Classroom Management Plan	7
Code of Ethics	8
Collaborative Planning	8
Collecting Money from Students	8
Committees	8
Committees/Responsibilities	8
Communicating with Parents/Community	9
Copy Procedures and Copyright Laws	9
Copying of Instructional Materials	9
Counselor	10
Discipline	10
Dress Code for Adult Professionals	12
Duty/Supervision	12
Evaluation	12
Faculty Meetings	12
Faculty/Staff Fund	13
Field Trips	13
Fire/Tornado Drills	13
Fire Drill	14
Tornadoes	14
Food	15
Forms	15
Front Office Phones	15
Gifted Education	15
Grade Reporting	16
Harassment - Title IX	16
Hearing and Vision Screening	16
Hospital Homebound	16
Jury Duty	16
Leadership Team	17
Lesson Plans	17
Load Management	17
Lost or Damaged Books and Fines	17
Mailboxes	18
Mission & Vision Statements	18
Paraprofessionals	18
Parent Conferences	19
Parent Involvement Coordinator	19

Parent/Teacher Organization (PTO)	19
Parking	20
Parties	20
Permanent Record Cards	20
Physical Education	20
Planning Time	20
Programs for Exceptional Children	20
Public Relations	20
Recess	21
Records/Record Keeping	21
Reporting Child Abuse	21
Reporting Student Absences	21
Request for Maintenance/Repair	22
Research Studies	22
Room Parents	22
School Council	22
School Nurse	22
Office Personnel's Responsibilities	23
Smoking	24
Staff Development/Professional Learning	24
Student Complaints	24
Student of the Month	24
Student Support Team Referrals & Response to Intervention	25
Substitute Request	25
Supervision of Students	25
Supply and Material Request	26
Telephone Use	26
Television and VCR Use	26
Textbooks/Curriculum	26
Vending Machines	27
Visitors	27
Work Hours	27
Work Room	27
SECTION II: PROCEDURES	27
Arrival/Morning	27
Dismissal/Afternoon	28
Lunch	28
Lesson Plan Components	30
SECTION III: STUDENT CODE OF CONDUCT	31
SCS Student Behavior Code	31
Authority of the Principal	31
Offenses and Consequences	32
School Bus Discipline Policy	40
Cell Phone Policy	42
SECTION IV: POLICIES AND DOCUMENTS	43
Attendance (Absences and Excuses)	43
Attendance Law	43
Child Abuse or Neglect	44
Code of Ethics	45
Moral Turpitude	49
Drug-Free Workplace	50

Employee Leaves and Absences	51
Federal Statutes and Regulations	52
Harassment	55
Sumter County Federal Programs Complaint Procedures	56
SCS' Appropriate Use Policy of Computers and Network Resources	58
SCS' Computers and Network Resources Employee Acceptable Use Guidelines	58
SCS' Computers and Network Resources Student Acceptable Use Guidelines	59
SCS' Computers and Network Resources Website Posting Guidelines	61
SCS' Email Disclaimer	62
Waste, Fraud, and Abuse	63
 SECTION V: EMERGENCY MANAGEMENT PLAN	 65
Emergency Management Personnel List	65
Crisis Lock-Down Plan	66
Sumter County Elementary's Code Red Procedures	68
Code Sheet	70
Tornado Drill Procedures	71
Emergency Exit Plan Fire Drill Map	72
Emergency Plan Tornado Drill Map	73
 APPENDIX	 74
Complaint Form for Federal Programs	74
Classroom Management Plan Template	75
ABE (Alternative Behavior Educator) System	76
Student Dress Code Policy	77
Social Distancing Reopening Plan	79
Sumter County Schools COVID-19 Safety Protocols/Procedures	80
Virtual Learning Expectations	82
Employee Affirmation of Knowledge	83





July 27-28 & Aug. 1-2
 August 1
 August 3
 September 5
 September 7
 September 16
 October 5
 October 7 & 10
 October 12
 October 28
 November 9
 November 18
 November 21-25
 December 16
 December 19-January 3
 January 4
 January 5
 January 16
 January 18
 February 8
 February 17
 February 20
 March 10
 March 15
 March 16
 March 17 & 20
 April 3-7
 April 26
 May 24

 May 25
 May 26

2022-2023 System Calendar

Pre-Planning
 Open House
 1st Day of School
 Labor Day Holiday
 Progress Reports
 Early Release/Parent-Teacher Conferences
 End of 1st Nine Weeks
 Fall Break
 Report Cards
 Early Release/Professional Learning
 Progress Reports
 Early Release/Professional Learning
 Thanksgiving Break
 Early Release/End of 2nd Nine Weeks & First Semester
 Winter Break
 Teachers Return
 Students Return
 Dr. Martin L. King, Jr. Holiday
 Report Cards
 Progress Reports
 Early Release/Parent-Teacher Conferences
 Mid-Winter Break & President's Day
 End of 3rd Nine Weeks
 Report Cards
 Mid-Spring Break/Teacher Workday
 Mid-Spring Break
 Spring Break
 Progress Reports
 Last Day of School/Early Release/Teacher
 Workday/Report Cards K-8
 Post Planning & SCHS Baccalaureate
 Post Planning & SCHS Graduation



May 29	Memorial Day
May 30	Post Planning
May 31	Report Cards (Grades 9-12)

SECTION I: GENERAL INFORMATION

ACCIDENT REPORTING

All student or staff accidents involving injury or possible injury must be reported in writing. When reporting an accident, be specific and report facts only. Accident report forms can be obtained in the school office. Be sure to complete the form as soon as possible following any accident and place in Ms. Wallace's box. Be sure to follow all Workman Compensation procedures as outlined in the handbook. If you have questions, see Mrs. Jordan. **It is the teacher's responsibility to ensure that parents are notified immediately.** The nurse may be able to make the call, but teachers are ultimately responsible.

ASTEP

The Sumter County School System provides a child care program for students whose parents need this service after school. This program is called "ASTEP" which are acronyms for After School Time Enrichment Program. The program strives to provide the children with good learning experiences, social exchange, recreation activities, rest, and refreshment. The staff also helps children with their homework each day, which is a primary request from parents. SCES offers the ASTEP Program. Applications to enroll are available in the school's office. Please call **the Program Director at 931-8576 or 942-0992** if you have any questions.

BOARD POLICY

Staff members are expected to be knowledgeable of the policies of the Sumter County Board of Education. If any staff member has a question about a certain policy, see a member of the leadership team. A copy of the Board Policy manual is located in Ms. Wallace's office.

BREAKFAST AND LUNCH ROUTINE

Breakfast will be handed to every student as they enter their hall each morning. After receiving breakfast, students should go directly to the classroom. The cost for breakfast is \$2.50 for adults. Lunches for adults are \$4.25.

Teachers are responsible for taking students to lunch. Our lunchroom serves over 1,000 meals a day. **In order for our lunch schedule to work, it is imperative that all classes enter and exit the lunchroom on time.** Please set your clock or watch with the office clock. The clock in the lunchroom is not always accurate!! **It is the responsibility of the teacher to be sure the table and floor is completely clean before leaving the lunchroom.** Custodians will wipe tables. Due to problems with pests, **students should be encouraged to pick up any dropped food/crumbs in the lunchroom and in the classroom.** ***For COVID-19 safety procedures, we will alternate schedules with eating lunch in the cafeteria and in classrooms.**

****Commercial food and soft drinks must be in unmarked containers (no McDonald's bags or coke cans, etc.). Children will not be allowed to have candy or soft drinks in the cafeteria.***

Only food service employees are permitted behind the serving lines or in the kitchen. Please ask one of the workers to help you if you need an item from the kitchen.

CARE OF CLASSROOMS

This year we will have six custodians who will clean the building. Please remember that proper care of the school, school grounds, and classrooms is **everyone's responsibility.** **Adults must set a good example and take the lead to create the proper atmosphere to ensure that the classroom is kept neat and attractive.**

This is a large part of a teacher's duties. Cleanliness of the room will be closely monitored. Be sure your desk, shelves, etc. are clean and organized. Be sure the walls and floor stay as clean as possible. Report any spills to the custodian who cleans your classroom so stains can be avoided if possible. Any ovens, etc. used for cooking must be cleaned the day they are used. Store any food in airtight containers. This will help us control pests. Do not use hot glue on the hallway walls. Do not put tape on our magnetic boards! Be sure students are very careful with paint. It ruins the walls, sinks, tile, etc. Check behind students when they dispose of paint, especially in the bathrooms. Each student must learn to keep his work area neat and orderly. Be sure students' desks are left clean and straight **each day**. Setting this expectation early in the year will help students to develop the positive habit of being responsible for themselves and their belongings.

The final few minutes of each day should be devoted to cleaning out desks, straightening work areas of the room, cleaning the board, and cleaning desktops. **Pencil sharpeners should be emptied each afternoon.** This will help prevent spills that stain the floor. Keep a trash can under the pencil sharpeners at **all times**. **Place trash cans outside the classroom door each afternoon.** If your classroom is not cleaned adequately by the custodians, please notify an administrator in writing. This is the only way we can ensure that our building will be cleaned properly. Computers, carts, and all A.V. equipment must be cleaned thoroughly during pre-planning and then on a monthly basis. Custodians are not responsible for cleaning these teaching tools. *****Do not cover the glass in the door or the fire escape window.**

***Small appliances are not permitted in the classroom. They should be placed in the central workroom.**

Be sure to lock the classroom door each time you leave the room. Do not leave money or other valuables in your classroom. The school is not responsible for valuables that are lost or stolen.

CELLULAR PHONES

Cell phones may not be used during the instructional day (including planning time) or during staff meetings. A telephone is located in the office workroom for staff members to use during planning time if needed.

CHARACTER EDUCATION

Sumter County Schools believe that Character Education is a continuous process of positive development which should reinforce the positive qualities already taught in the homes of our children.

CHILDREN OF STAFF MEMBERS

As a professional courtesy, children of both certified and non-certified employees in the Sumter County School System will not be charged out of county tuition if they reside in another county.

In the mornings, staff members' children must wait with them until 7:25 a.m. At this time, they need to go directly to their classroom. They are not allowed to remain with their parent after 7:25 a.m. **Children are not allowed to attend faculty meetings, pre/post planning days, team meetings, seminars, or workshops. Children are NOT allowed in the workroom or snack machine area at any time or for any reason.** If children do not go home at dismissal time, they are to stay with their parent in the afternoon until time to go home. (This would be a good time to get started on homework!!) They **should not** disturb adults who are making plans for the next day or having meetings. Children are not permitted in the faculty workrooms. **If a snack or soda is desired, an adult must get it for them. Staff members should make child care plans for early release days, meeting days, and staff development/workdays.**

CLASSROOM MANAGEMENT PLAN

Each teacher will need to submit a plan to Ms. Wallace by Friday, August 12, 2022. A template is provided in the Appendix.

CODE OF ETHICS

It is each staff member's duty and responsibility to report to the building principal any action observed that is unethical or unprofessional. Failure to report any incident is a violation of the Code of Ethics for Georgia Educators. The Code of Ethics will be reviewed with all faculty/staff members at the beginning of the year. A copy of the Code of Ethics is included in the Faculty/Staff Handbook.

COLLABORATIVE PLANNING

Every grade level will have collaborative planning meetings after school on Mondays from 3:15 until 4:15. Each teacher is expected to be present as a team in one location. During this time, teachers will plan for upcoming lessons/units in the content areas and analyze data as well as meet and plan with EIP, ESOL, and Intervention teachers. This would also be an opportune time to plan structured, relevant center/station activities. **Minutes and a Sign-In Sheet are to be turned in (please do not email Minutes; minutes should be uploaded to the Google Drive Platform)** to Ms. Wallace by 9:00 a.m. Wednesday morning.

COLLECTING MONEY FROM STUDENTS

Money collected from students **for any reason** must be receipted and sent to the office in your money bag along with a copy of the receipt. **DO NOT STAPLE MONEY/CHECKS TO THE RECEIPT.** Do receipt any funds received for PTO membership, fundraisers, etc. No money can be collected from students without approval from the administration. Be extremely careful when completing receipts. These receipts may be viewed by the auditor and must be neat, legible, and accurate. The top copy of the receipt should be sent home with the student. The second copy should be sent to the bookkeeper with the money. The bottom copy of the receipt must stay in the receipt book. **DO NOT LEAVE YOUR RECEIPT BOOK IN YOUR BANK BAG.** All fundraising packets **MUST** be opened and counted before you receipt them. **If not, they will be returned to you! Use black ink!** It is helpful to keep a list of items receipted for your own records.

A receipt must include:

1. Date
2. Student's name
3. Reason for money (Book, insurance, etc.)
4. Amount of money
5. Teacher's initials at the bottom

Pick-up your bank bag from your box each day as soon as the buses leave. Your receipt book serves as your documentation of appropriate collection of monies from your students. Keeping accurate records through this receipt process is essential. When your receipt book is full, put your name on the outside of the book and **keep it in your file**. All receipt books are considered part of the school's bookkeeping documentation and **will be collected at the end of the year**. Request new receipt books from the office as needed.

***Note: Do not receipt money for your own purchase(s). See Office Personnel for this.**

COMMITTEES

Each of our school committees serves a very important function in our school. Committee meetings are to be held on first and third Tuesdays. **Minutes and a Sign-In Sheet** from each meeting should be placed in Ms. Wallace's box **(please do not send through email; minutes should be uploaded to the Google Drive Platform)** by Thursday morning. A member of the administrative team will be available to meet with any

committee if needed.

COMMITTEES / RESPONSIBILITIES

Hospitality – Assists in caring for the social and emotional needs of the staff; plans social events (**showers, Christmas, and End of Year**); sees that illness, hardship, or loss among staff members is acknowledged. The committee should include at least one member from each grade.

School Climate – Plans for and carries out motivational activities for faculty and staff as well as recognize outstanding work habits (Shining Stars, birthday board, sweet treats). Responsible for the Back-to-School Pep Rally Cheer/Chant. The committee should include at least one member from each grade.

Media/Accelerated Reader – Assists Media Specialist in making decisions concerning media and technology programs; purchases; and planning for and conducting book fairs, special events such as Children's Book Week and Dr. Seuss' birthday; and student recognition activities for A.R. participants (monthly goal parties, Wall of Fame, and "A.R. Kickoff"). The committee should include the Media Specialist and at least one member from each grade.

PBIS – Assists in making decisions concerning the school's behavior management plan; plans for and implements recognition activities (All STAR Behavior Party/Reward) for students who consistently make good choices; and sees that student incentives are ready as needed. The committee should consist of at least one member from each grade.

Special Events – Plans and assists with activities for special days/weeks such as Arts in Action, Field Day, Parent Involvement/Engagement Week, Grandparents' Day, Dine with Dad, Munch with Mom, Student of the Month, etc. Responsible for Student of the Month bulletin board/area in school. The committee should consist of Connections teachers and at least one member from each grade.

Public Relations / Partnerships – Communicates activities and accomplishments of students and staff members to community through local media (pictures with articles and/or announcements must be proofed/approved by Ms. Wallace before submission); assists in planning for and carrying out activities to promote SCES; develops partnerships between school and local businesses and organizations; carries out plans for participation in community activities such as parades, etc.; invites community members and district leadership to special events; and arranges monthly readers from local businesses and organizations. The committee should include at least one member from each grade.

Fundraising – Plans for and carries out fundraising events for the school, creating and organizing the yearbook, and designing the faculty/staff's back-to-school shirt. The committee should consist of at least one member from each grade.

COMMUNICATING WITH PARENTS / COMMUNITY

In an effort to maintain positive public relations, all correspondence needs to be of a professional nature. All correspondence concerning individuals, meetings with parents, field trips, parties, etc., **must be approved by an administrator and your team leader. Any correspondence leaving the building must be approved by an administrator.** Any communication you receive that is a concern to you should be shared with your team leader or an administrator.

COPY PROCEDURES AND COPYRIGHT LAWS

There are strict rules governing the copying of materials. Please read the enclosed copyright law carefully. There are other materials available in our media center concerning the copyright law. If you have any

questions concerning this law, please see the Media Specialist.

COPYING OF INSTRUCTIONAL MATERIALS

Careful planning by each teacher and by each grade level will ensure that materials are duplicated in ample time. **Make requests TWO days ahead. Please do not expect materials immediately. Do not ask a paraprofessional or a secretary to stop what they are doing and duplicate materials for you.** You must plan ahead. Check materials when you receive them to be sure you have adequate copies. **Do not send students to the office to have copies duplicated.**

Remember: Only **authorized individuals** are to use the copy machines and laminators. No exceptions will be made. Copiers, laminators, computers, and printers may not be used for personal use. Computers may be used at school for professional items such as college assignments, etc. but not during hours when students are present. Copiers **may not** be used to duplicate these items. (See Code of Ethics)

COUNSELOR

Mrs. Harden will assist students in participating effectively in school learning experiences, improving their interpersonal skills, and solving and coping with problems that affect school learning or future life. She will also assist parents and staff members in better understanding students and their needs. She will work with children on a referral basis only and as a part of our behavior intervention when sent with a Counselor's Pass. **Under no circumstances are students to be sent to the counselor for disciplinary reasons even if the child is seeing the counselor on a regular basis.** Mrs. Harden has been instructed to notify the administrators if this is happening. Mrs. Harden will conduct all SST testing and will have a time blocked out for testing. No guidance lessons will be scheduled during this block of time or during the teacher's reading and math time.

DISCIPLINE

The staff at SCES will use a discipline plan that reinforces positive behavior exhibited by students. All students are expected to adhere to the following school wide rules:

1. I will listen and follow directions the first time given.
2. I will keep my hands, feet, objects, and unkind comments to myself.
3. I will raise my hand before speaking.
4. I will be prepared to learn by having my books, paper, and pencil each day.
5. I will show respect for myself, my school, and others.

Discipline is the responsibility of the classroom teacher. Classroom management skills should be utilized to keep misbehavior at a minimum. Teachers should not expect the leadership team to do their disciplining for them.

The following procedures are prohibited:

1. Students are **not** to be made to do repetitive writing or asked to copy from a book.
2. Students are **not** to be placed outside the classroom to be ridiculed by those who walk in the halls. More importantly, students are not supervised in the halls.
3. Teachers are **not** to **physically abuse** students in order to change their behavior. **"Physical abuse"** means that students are not to be jerked around, pinched, hit with a ruler or other objects, thumped, or gouged with fingernails.
4. **Yelling** at students to embarrass them is totally unacceptable. On occasion, a stern voice may be helpful.
5. Students are not to be kept from Connections nor Recess. See an administrator if you are having a problem with a child on a regular basis.
6. A teacher may **not** withhold privileges from activities such as Arts in Action, field trips, etc. unless prior approval is obtained from the principal and the parents have been notified well in advance.

You are asked to do the following:

1. Post the school rules in your classroom. Review the rules daily, if necessary. Be sure to consistently enforce the rules. Be sure rules are stated in a positive manner.
2. Be positive and caring. **A child who feels good about himself rarely causes problems.**
3. Involve your parents. Let them know when you have a problem and ask for their help. **The parents should be contacted before the student is referred to the office.**
4. Set up a time-out chair/space in your room. Time-out is used to **temporarily** remove the child from the situation. Time out can be a chair in a different location in the classroom, but it should not be in a location where the teacher **cannot** maintain visual contact with the child (example: Behind a tall cardboard divider is prohibited). **Time-out should be limited to no longer than 10 to 15 minutes.**
5. A child may be placed in another classroom as a possible means of control. The teacher should discuss this with the teacher whose classroom will be the time out place. If this procedure is used, it **must be limited to a 30-minute time period**. This method should be used **no more than 3 to 5 times** with the same child. A child **may not** be placed in another teacher's room on a **regular basis**; however, when a child is disciplined in this manner, **work must be sent** with him/her.

Each time a child is sent to the office, the teacher must use the SCES discipline process. When referring to other children involved in incidents, **DO NOT** use the child's name--use "**another student**." A copy of the discipline notice will be sent back to the teacher and to the parent. The parent may be required to accompany the child to school after each OCS or OSS for a conference with an administrator. Georgia law requires schools to invite parents to the school to participate in the development of a corrective action plan for students who are suspended from school. The teacher and administrators will have to develop this plan each time a child is suspended from school and will have to follow up to be sure the plan is implemented. In some cases, the student may not be allowed to attend class until the conference is held. **If a child is suspended from school, it is the responsibility of the homeroom teacher or substitute to notify the bus driver and the attendance secretary.**

Students must not interfere with another student's right to learn or a teacher's right to teach.

SCES prohibits the following behaviors:

1. Violence or threats of violence on the part of students against staff
2. Violence or the threat of violence on the part of students against students
3. Threats, intimidation, or other "bullying" tactics
4. Disruption of the school day
5. Disruption in the classroom
6. The possession of a weapon in the school building or on the school grounds

PLEASE NOTE:

A student may not be sent to the office or OCS without the proper form. Do not send a child to sit while the class goes to recess, etc. UNLESS you have made arrangements with an administrator. Students may not be denied recess/PE as a form of discipline--*this is a State Standard*. If you send a student to the office at any time during the day, it is your responsibility to make sure the child returns with a discipline form to take home that afternoon.

See a member of the leadership team if you are having extreme difficulty with a child and **Response to Intervention (RTI) strategies** have not improved the behavior(s). A referral to the counselor or Student

Support Team may be warranted.

WEBSITES FOR ADDITIONAL HELP:

www.disciplinehelp.com

<http://specialed.about.com/od/behavioremotional/u/behaviorclassroommanagement.htm>



DRESS CODE FOR ADULT PROFESSIONAL COUNTY PUBLIC SCHOOLS

After discussion, the following code was adopted by vote from gathered administrators and representatives from Sumter County Public Schools.

All employees are expected to dress professionally. This excludes the following:

- Denim fabric for pants or skirts (except on designated days)
- **Skirts above the knee (When stooping/bending over, no view up the skirt should be present)**
- Un-hemmed pants or skirts
- Pants or skirts that drag the floor
- Cargo pants
- Low cut or revealing garments
- Tops that reveal the middle when hands are raised
- Crew neck banded tee shirts.
- Tank tops
- **Sleeveless tops without a jacket or sweater**
- Capri pants that are above middle shin
- Tight fitting clothes and **leggings**
- Untucked polo type shirts
- **Flip flops** or bedroom slippers
- **Tennis shoes/sneakers** *Unless a doctor's excuse is provided other than on Dress Down Day(s)

***Staff members are permitted to wear nice-looking jeans (no rips/tears) and sneakers on designated days with a school shirt. School t-shirts and polo shirts must be tucked.**

DUTY / SUPERVISION

All SCES staff members will provide overall supervision for the lunchroom, hallways, bus ramp, playground, front walkway, and front parking lot. A schedule will be provided during pre-planning. **All staff members must be on time for his/her assigned duty each day. All staff members are responsible for ensuring that students are on task and well behaved. Active supervision of students is a part of a teacher's responsibility in TKES/GTDRI.**

EVALUATION

Each staff member's performance will be evaluated during the school year. The instrument that will be used to evaluate teachers is the state adopted instrument, **Teacher Keys Effectiveness System (TKES)**. Other certified personnel (speech, counselors, media, and academic coaches) will be evaluated with GTEP, GSLPEI, CKES, or GMSEP. All paraprofessionals and other non-certified staff members will be evaluated

on a system-wide form. Each teacher who supervises a paraprofessional will be responsible for assisting in the evaluation of that individual in **December and May. Informal observations will be conducted routinely on all staff members throughout the year.** Teachers and staff members are all accountable for student achievement as reflected on test scores. High expectations for student behavior will be part of the evaluation.

FACULTY MEETINGS

Faculty/staff development meetings will be held as needed. Each staff member will be expected to attend these meetings. Every effort will be made to keep each meeting brief and to the point. Staff members are expected to attend all meetings and remain until the end of the meeting. **Do not ask to leave early on these days.** Please schedule all appointments on days other than scheduled/designated meeting days so you will be able to attend these meetings. Staff members will receive a calendar in advance so they may plan accordingly. **Children are not allowed to attend any meetings.**

FACULTY / STAFF FUND

The Faculty/Staff Fund provides us with the means to furnish a card or flowers to members of our faculty and staff who may be sick or have other special needs. We request **\$25.00** from **each** staff member for our fund. This should be given to **Patricia Hayes** by **October 4th**. We want to be sure to meet **all** the needs of our group. It is extremely important that each of us notify one of the Hospitality committee members in writing when we know of a need. Also, please post items on the board by the mailboxes so all of the staff will be aware of a special need within our family. In the event of a family emergency such as a fire, etc., we may ask the staff to give \$1.00 each to help the family involved. Thank you for your participation and support!

FIELD TRIPS

Field trip requests and plans must be submitted to Ms. Wallace. These requests must be submitted to Ms. Wallace one month prior to the trip. This will provide enough time to have the trip approved and to make arrangements for transportation and lunches, etc. Teachers must give the driver a list of all students who board the bus. Field trips must be of instructional importance. All trips must relate directly to the Georgia Standards of Excellence (GSE). There will be no field trips the first three weeks of the school term. The last date for field trips will be set by central office staff. It is the responsibility of the person requesting the trip to request lunches in writing for everyone, including the bus driver, going on the trip. **Do not forget to include special students who attend your class for all or part of a day. If you have a student who takes medicine during the day, be sure to get it from the clinic before you leave for the trip. Each group/grade must provide coolers for milk.**

Remember!! All adult lunches **must be paid for in advance (\$4.25 each)** when the order is made. The sponsoring group is responsible for the bus drivers' lunches. Check with the cafeteria manager **at least a week before** the trip to be sure all arrangements have been made. Be accurate with your count and be sure you send a list of your students' computer lunch numbers the morning of the trip. The Food Services Office orders food a month in advance. Do not ask for additional lunches at the last minute. **Teachers** are responsible for telling chaperones the cost of the lunches and also for telling them that young children are not permitted on field trips. Forms will be provided for you to use for permission slips. You may attach any additional information needed to these after it has been approved by an administrator. **It is the teacher's responsibility to secure all field trip permission slips - prior to the trip!! Contacts MUST be made by teachers before the DAY OF THE TRIP!!!**Office personnel will not place calls to parents.

Note: Due to increased fuel costs, gas costs will be added to fees parents are asked to pay.

FIRE/TORNADO DRILLS

Fire drills will be held throughout the school year. A tornado drill will be held during tornado season. Each teacher will be given a copy of the Exit Plan for evacuation. **This copy must be posted by your door.** Practice leaving the building in a quiet, orderly line. Spend time beforehand with students to discuss/practice these drills and the reason for conducting them. A copy of the evacuation plan is also included in this handbook. Every alarm must be considered **REAL** and the building must be evacuated. **No hesitation; No questions; Count students.** In your Substitute Teacher folder, mention to the substitute teacher where the evacuation plan is located. Caution students about touching fire alarms. Discuss when it is appropriate to pull a fire alarm, etc.

FIRE DRILL

A. Alarm System/Signal:

The school is equipped with a fire alarm system. The alarm signal is a series of short horn signals.

B. Alternate Signal:

The alternate signal for fire is an announcement to evacuate the building.

C. Clear Signal:

The clear signal will be an announcement on the intercom system.

D. Fire Extinguishers:

Fire extinguishers are located in visible places. Fire pulls are also strategically located in visible places.

E. Evacuation Plans:

Evacuation plans are posted in each classroom. Each teacher has a copy of the plan/instructions which is given at the beginning of school. Additionally, this information is available in the substitute handbook which is kept on the teacher's desk.

NOTE: All teachers should designate students responsible for:

1. Leading the lines
2. Assisting handicapped students
3. Closing the classroom door
4. Turning off the lights

F. Fire Drills/Evaluation:

Fire drills are conducted on a regular basis and are evaluated according to specified guidelines.

It is the teacher's responsibility to see that students exit the building in an orderly fashion each time the fire alarm sounds. Do not wait to see if this is a drill or if a child has pulled the alarm. **The building will be evacuated each time the alarm sounds.** **Once outside, the teacher should have each student.** his/her roster/roll book to account for



TORNADOES

Tornadoes are local storms with whirling exceed 400 M.P.H. In order to be

winds of tremendous speeds that can prepared to take emergency action if

threatened by a tornado, the following guidelines are provided.

A) Tornado Alert

The National Weather service issues two types of tornado alerts, which are listed below:

- 1) Tornado Watch - Which means that weather conditions are such that a tornado may develop.
- 2) Tornado Warning - Which means that a tornado has been sighted and protective measures should be taken.

B) Signals

- 1) Warning Signal: No signal included on our bell system
- 2) Alternate Signal: An announcement over the intercom to prepare for a drill.

C) General Procedures:

- 1) All personnel and students should know the "Symptoms" of severe thunderstorms and tornadoes.
- 2) The principal, secretary, and custodian shall be trained as "Severe Weather Watchers" and shall be trained in the use of the warning system.
- 3) School buses generally continue to operate during tornado watches but not during warnings.
- 4) DURING A WATCH: Open doors into hallways. Store portable equipment inside building away from the shelter areas.
- 5) DURING A WARNING: Open and secure exterior glass doors - leave solid doors closed. Secure or store articles which might act as missiles.
- 6) As soon as the warning is sounded, seek shelter within the building, crouching on knees, head down with hands locked at the back of the neck.
- 7) If there is insufficient time to take shelter in designated areas, go to the inside wall **away from the windows**. Students should squat on the floor next to the wall or get under desks or other furniture by squatting or lying prone on the floor, face down. If a book can be picked up easily, it can be held over the head.

D) DRILLS:

Drills are conducted three times a year. Once in the fall, once in the spring, and once when the state sets the date.

FOOD

There will be no eating or drinking by adults in the classrooms **during instructional time** except water (brain-based learning) other than lunch! A soft drink can be consumed **during** planning time in the classroom. Make sure all cans, etc. are disposed of before the students return. **Make sure any food kept in the classroom for cooking, treats, etc. is stored in an airtight container to prevent problems with pests.**

Please do not give children hard candy or balloons as treats. Many children get choked on them. Candy particularly causes problems on buses, so have students eat treats prior to leaving class.

FORMS

The office will be responsible for providing each teacher with the appropriate number of forms needed per month. Enough forms for the month will be placed in each teacher's mailbox on the last working day of each month. Each teacher will receive a receipt book when school starts and should ask the office for another one as needed. Request for leave forms, staff development forms, request for purchase forms, accident report forms, work order forms, and medical/dental forms are available upon request. Teachers should organize their monthly forms so that there is no need to ask for additional forms prior to the end of a month. Your lesson plan/attendance book is a great place to keep them.

FRONT OFFICE PHONES

The front office phones **cannot** be used to receive or make phone calls throughout the work day. The office

is the first place that visitors enter. Visitors should not be privy to phone conversations other than that of office personnel answering calls. **Should you receive a call, either a message will be taken or the call will be transferred to another phone away from the front office area.**

GIFTED EDUCATION

In seeking to provide services for students who have the potential for exceptional academic achievement, the Sumter County School System offers a gifted education program. Students may be referred for gifted education services by teachers, parents or guardians, peers, counselors, administrators, self, or other individuals with knowledge of the student's abilities. Students are automatically referred for services when reviews of achievement test results indicate they have obtained required system scores. Students are referred if they have been transferred from an out of state school system in which they are enrolled in a gifted education program. Transfer students receiving gifted education services in other Georgia public school systems are eligible for services in Sumter County Schools upon receipt of documentation of eligibility for services.

Students can be referred but only become eligible for services by meeting criteria in any three of the four following areas: mental ability, achievement, creativity, and motivation. Students may also become eligible for services by meeting state required mental ability score and achievement test scores, although evaluation data must be collected on the student in all four areas.

GRADE REPORTING

Report cards will be sent home each nine weeks. Interim progress reports will be sent home between report cards.

Progress Reports

September 7, 2022

November 9, 2022

February 8, 2023

April 26, 2023

Report Cards

October 12, 2022

January 18, 2023

March 15, 2023

May 24, 2023

Report cards and progress reports will be checked for accuracy by an administrator. Be sure to proofread your comments! Please make positive, constructive comments on each card. Gifted and special education teachers are responsible for giving necessary grades to the homeroom teacher. When talking with parents, teachers need to stress if a child is working below grade level. Make sure you use **black ink**. All writing must be neat and legible. Some teachers may need to print!

LETTERS OF CONCERN:

Teachers must notify parents **in writing** when a student is at risk for promotion. Letters will be sent home with each report card and progress report starting at the end of the first semester.

HARASSMENT - TITLE IX

It is the policy of the Sumter County School District that racial or sexual harassment in any form is strictly forbidden. Any staff member who believes he or she has been subjected to harassment must report it to the building principal. A staff member shall not be subjected to retaliation for reporting racial or sexual harassment.

HEARING AND VISION SCREENING

Students attending Sumter County Schools in grades 2, 4, 6, and 9 will receive hearing and vision screenings administered by certified personnel. Parents will be notified if screenings indicate a need for further evaluation. Further evaluations are the responsibility of the parent. Parents should notify the school in

writing if they do not wish for their child to participate.

HOSPITAL HOMEBOUND

Any Sumter County student who has a physical condition medically diagnosed by a practicing physician which restricts them to their home or hospital for a period of **10 or more** consecutive days may be served through this program. Notify an administrator if you have a student who fits this description or if you are interested in becoming a hospital/homebound teacher. See Ms. Wallace for further information.

JURY DUTY

Any employee who receives a subpoena to serve on jury duty must complete a request for leave form. Attach a copy of the subpoena to the leave form. An employee who serves as a juror may meet this obligation without loss of pay if the money paid for this service is sent in to Central Office.

LEADERSHIP TEAM

2021-2022

Principal---Ms. Teira Wallace

Assistant Principal---Dr. Brooks Robinson

Counselor---Chandra Harden

Media Specialist--

GRADE

2nd

3rd

Connections

Special Education

Paraprofessional

Academic Coach

Academic Coach

TEACHER

Tarsha Carter & Jonetta Williams

Latorri Lewis & Ashleigh Wadsworth

Arthur Lee Wright

Kristal Minter

Virginia Brown

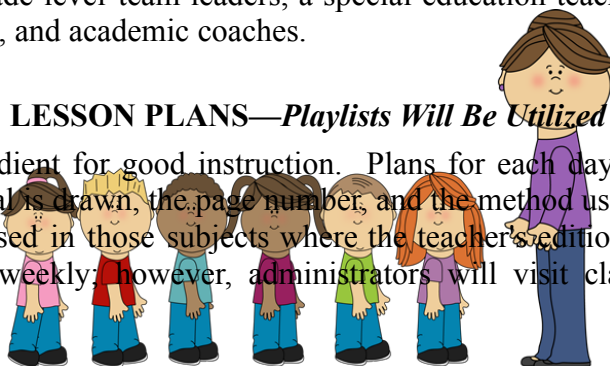
Tina Cook

Becky Schabeck

The Leadership Team works with administrators to assist in analyzing data and to make decisions on school-wide issues. The team will meet at least twice a month. Information from leadership team meetings is shared with stakeholders. Team leaders represent the interest and concerns of their team members. The team consists of administrators, grade-level team leaders, a special education teacher, a Connections teacher, the counselor, the media specialist, and academic coaches.

LESSON PLANS—*Playlists Will Be Utilized*

Planning is an essential ingredient for good instruction. Plans for each day's activities should include the source from which the material is drawn, the page number, and the method used to accomplish the objective. Coding of the GSE will be used in those subjects where the teacher's edition is not already coded. Lesson plans will not be turned in weekly; however, administrators will visit classrooms to check them. The



teacher's' lesson plan book and roll book should remain on the teacher's' desk and be **visible at all times**. **If a teacher must be absent, it is his/her responsibility to prepare and supply detailed lesson plans. Lesson plans must be complete for the upcoming week on each Sunday by 12:00 a.m. See page 30 for Lesson Plan Components.**

LOAD MANAGEMENT

Sumter County School District is involved in an energy management program. Mr. Billy Thompkins is the director of the program. The energy management program requires the electrical power to be cut off between 4:00 p.m. and 9:00 p.m. This is in effect from June 1st until September 30th. In order for this program to work, teachers must be sure to turn off their lights and computers each day.

LOST OR DAMAGED BOOKS AND FINES

It is imperative that we instill in our students a responsibility for textbooks and library books. The Media Specialist will discuss with each class the procedure for fines and lost library books. Your team leader will have a form for notifying parents of lost textbooks. Below is a price list for lost and damaged books:

SAMPLE OF LETTER TO PARENTS

Date _____

Dear Parents of _____,

Your child has misplaced his/her _____ book. Please have your child locate this book.

The replacement cost is \$_____.

Thank you for your cooperation.

(Teacher's Name)

MAILBOXES

Each teacher and paraprofessional will have an assigned mailbox. **All staff members need to check their mailbox for messages, mail, and other information of importance each morning and afternoon. Please *DO NOT* send a student to check your box.** Afternoon messages involving students will be delivered to you. If you have an emergency, you will be called. If you are expecting an extremely important call, please notify the office. **Under NO circumstances (including planning time) should personal cell phones be used while at work other than after student dismissal.**

MISSION & VISION STATEMENTS

The mission of Sumter County Elementary School is to promote a lifelong love of learning and to provide a learning environment that will help all students develop intellectually, socially, morally, emotionally, and physically to their fullest potential. The vision of Sumter County Elementary School is that of promoting self-sufficient students that will graduate college and career-ready.

PARAPROFESSIONALS

Paraprofessionals are to report directly to the teacher to whom they are assigned; however, the building principal is their immediate supervisor. The classroom teacher along with the administrators will be responsible for evaluating the performance of all paraprofessionals. All questions concerning training and licensing should be directed to an administrator, who will in turn work with the central office contact person. Paraprofessionals are encouraged to attend workshops to keep abreast of the latest techniques for working with children. Any paraprofessional enrolled in a college or technical school course should make sure that classes do not coincide with work hours.

****PARAPROFESSIONALS MUST ATTEND CONNECTIONS AND P.E. CLASSES WITH THE STUDENTS. PARAPROFESSIONALS ARE EXPECTED TO BE UP MONITORING STUDENTS AND PARTICIPATING IN PROVIDING INSTRUCTION IN CONNECTIONS AND P.E. UNLESS THE CONNECTIONS/P.E. TEACHER STATES OTHERWISE.**

Each teacher has planning time during the day. Paraprofessionals must remain in the classroom making preparations and working with the teacher when the class is not scheduled for connections - unless directed by the teacher or an administrator to work elsewhere.

Paraprofessionals are an important part of the staff at SCES. The teacher is the instructional leader. Paraprofessionals **should follow the directions** of the classroom teacher in order to enhance the learning environment of each classroom. The primary role of a paraprofessional is to actively assist children with academic achievement. They should provide drill and guided practice for the students. Teachers and paraprofessionals should plan carefully to ensure that each day is productive. **One day each week will be set aside for paraprofessionals to plan with their assigned teacher.** The following list of duties and responsibilities may be assigned to paraprofessionals. Others may be added by the teacher or the leadership team as needed.

- Helps prepare the room for the day's work.
- Assembles, for teacher use, materials and audio-visual equipment for class presentations.
- Assists the teacher in checking papers. Assigning grades is the teacher's responsibility.
- Reads stories to groups of children.
- Follows up, in small groups, instruction presented by the teacher.
- Collects and arranges displays for teaching purposes.
- Assists students with make-up work.
- Listens to individuals and small groups as they read orally.
- Helps students find reference materials.
- Files materials in cumulative folders.
- Keeps records of books read by students.
- Keeps inventory of materials in the classroom.
- Helps with children's clothing.
- Helps with classroom housekeeping.
- Assists with bulletin boards.
- Assists students in the media center.
- Assists the teacher on the playground, in the lunchroom, media center, hallways, on trips, etc.
- Works with small groups of students.
- Performs such tasks and assumes such responsibilities as the administrators and teachers may occasionally assign.
- Morning and afternoon duties will be assigned to ALL paraprofessionals.

*****Paraprofessionals are subject to be called to substitute in another class.**

**** All non-instructional tasks should be completed after school.**

**** Remember: The teacher and the paraprofessional must work as a team.**

PARENT CONFERENCES

The goal at SCES is to conference with all parents.

1. Open House will be held Thursday, **August 5th** from 4:00 p.m.-6:00 p.m.
2. The system calendar includes the following conference days: **Sept. 16th** and **February 11th** (both ½ days).
All teachers should plan conferences during their planning time or after school when no other meeting is

scheduled.

3. Parent support and contact is a vital part of a child's education. Conferences should be designed to strengthen the bond between the home and the school. A minimum of two parent conferences must be held during the school term. EIP classrooms are required to document **three** formal conferences. **Teachers are expected to make a Positive Parent Contact by the second week of school.** Making a positive initial contact is crucial. **ALL communication with parents MUST BE documented in Infinite Campus under the Contact Log tab.** At least **30 two-way communications are expected each month.** A folder for each child including compacts and all contacts should be maintained.

4. Communication Courier day will be **Wednesday**.

PARENT INVOLVEMENT COORDINATOR

Tracy Barber serves as Parent Involvement Coordinator for the school district. Her role is to help teachers communicate more effectively with parents. She is available on a referral basis. Her office is located at Central Office. She may help with the following types of problems: A) Clothing; B) Lack of motivation; C) Not completing assignments; D) Other special needs.

PARENT/TEACHER ORGANIZATION (PTO)—*Suspended At This Time*

SCES appreciates our PTO. We look forward to having parents support our school in all aspects. **All teachers are required to attend each PTO meeting** and are expected to attend all PTO sponsored functions. Paraprofessionals are expected to attend PTO when their grade level performs. Ms. Wallace will have sign-in sheets available for everyone to sign-in on.

The PTO officers are as follows:

President – TBA

Vice-President - TBA

Secretary – TBA

Treasurer – TBA

PTO dates are as follows:

TBD

PARKING

Faculty and staff members are required to park in the parking lot beside the gym and the back, side parking lot. The front parking lots are reserved for office personnel and visitors. Do not park on the grass.

PARTIES

Each grade level is welcome to have parties in observance of Fall (October), Winter (December), Valentine's Day (February), Spring (April), and End of the Year (May). **Birthday parties are to take place during lunch, recess, or Fun Friday time, not during instructional time.** An entire class cannot be denied the right to have a party because of the misbehavior of others. **A child may not be denied the privilege of attending a party without the approval of an administrator.** Please respect the wishes of parents that do not want their child(ren) to participate in specific parties (send child to another class or to the Media Center).

PERMANENT RECORD CARDS

Homeroom teachers will need to **complete a permanent record card in BLACK INK** for all students on their roll. These cards need to be legible and neat -- they may have to be copied for court records, etc. **When a student withdraws during the school year, it is the responsibility of the teacher to record attendance, grades, and any appropriate comments on the card before the folder is filed in the inactive drawer.** See one of the secretaries if you need additional cards. **Cards are updated at the end of the first semester and at the end of the year.**

PHYSICAL EDUCATION

SCES students receive physical education from the certified P.E. teacher(s) in the gymnasium.

PLANNING TIME

Planning time must be fully utilized. Teachers must work in their rooms, teacher workrooms, Media Center, etc.--NOT IN THE FRONT OFFICE--making preparations for instruction. It is the teacher's responsibility to provide assignments for the paraprofessional during planning time and after school (if a duty has not been assigned).

Personal cell phones cannot be used during this time. If a call needs to be made, please use the phone in the office workroom or in an administrator's office. **Front office phones cannot be used to receive calls or make calls.**

PROGRAMS FOR EXCEPTIONAL CHILDREN

Sumter County provides special education classes for specific learning disabled, hearing impaired, visually impaired, behavioral disordered, intellectually disabled, other health impaired, orthopedically disabled, and speech and language therapy. The goal of the Special Education Program is to provide the best education and enable each student to achieve his or her highest potential.

PUBLIC RELATIONS

There is a building P.R. contact person. All media whether for the newspaper, newsletter, or radio may be given to her or emailed to Ms. Wallace. She will be responsible for making all contacts with the district's PR representative. **Do not call any media on your own.** Ms. Wallace or designee will make all calls for you. This helps with coordination within the system.

All staff members should work to develop positive relationships with parents and community members.

1. Each staff member should present to the public the positive aspects of the school, its curriculum, and its personnel. Be sure to share the wonderful things that go on each day in your classroom.

REMINDER -- Be sure you do not discuss students with anyone. All information concerning students is confidential and covered under the privacy law!

2. Staff members in cooperation with the administration should develop on-going activities to improve school, community relations.
3. When problems or difficulties arise with parents, community, or citizens, these situations are to be viewed as an excellent opportunity to clarify and develop understanding of the role, function, and services of the school.

RECESS

According to Board Policy IEDA, students in grades K through 5 in all schools shall have one 15-minute break each day. This can be unstructured time; however, proper teacher supervision is a **MUST. Teachers and paraprofessionals are expected to supervise students at all times.** Students **CANNOT** "stand on the fence," be placed "on the wall," sit in OCS (unless assigned), nor sit in another teacher's class during recess. Instead, engage them in several, **light** physical activities (running a lap or two, jumping jacks, or toe-touches) before they can go play.

RECORDS / RECORD KEEPING

All records must be kept current, accurate, and confidential. Records must be neat, orderly, and written in **black ink**. As the year begins, study each record in your possession. Be sure required documents are present and up-to-date in each folder (Birth Certificate; current immunization form -- eye, ear, and dental (EED) form; and a copy of the child's social security card, or a waiver signed stating the parents do not wish to

provide the card.) Records are a permanent history of each student's performance during school. These records of performance are signed and verified by you as an accurate assessment of the student. This information may be used in varying degrees, from student placement to becoming a part of a court record. Student records are the responsibility of the homeroom teacher. TKES requires teachers to notify the office of a problem with a student's record.

REPORTING CHILD ABUSE

All suspected cases of child abuse and/or neglect must be reported immediately to an administrator. An administrator will contact the appropriate authorities. See Section IV for the Board Policy on Child Abuse or Neglect. **This information is confidential and is not to be discussed with anyone.** Failure to report suspected child abuse is a violation of the Code of Ethics. **Remember: Confidentiality is crucial!**

REPORTING STUDENT ABSENCES

Daily attendance must be recorded and entered in the computer by **8:00 each morning**. Students who are tardy must come by the office to get a tardy slip. **Be sure to change the attendance in your roll book! Accuracy is a must. Inaccurate attendance could be the fine-line leading a parent/guardian to unnecessarily be taken to court. Monthly Attendance Verification reports will be printed. It is each teacher's responsibility to verify their students' attendance by maintaining accurate reports.**

All legal excuses (Doctors'/Dentists' notes, Health Department, etc.) and notes written by a parent/guardian must be turned in on the day they are received. They will be kept on file in the office. **Please make sure each note has the following information: (1) Teacher's Name and (2) Student's First and Last Name.**

REQUEST FOR MAINTENANCE/REPAIR

Any requests for maintenance or repair must be emailed to an administrator. Notify the office immediately if you have a problem with the air conditioning or heating unit in your classroom or anything that could be a danger to children or staff members such as exposed wires, broken glass, wet floors, etc.

RESEARCH STUDIES IN SUMTER COUNTY SCHOOLS

All research studies must have prior approval by the Sumter County School System, the school principal, and the research committee from the post-secondary institution supervising the study.

Guidelines:

1. Names of students, employees, the school, or Sumter County Schools **cannot** be written in the results of the study.
2. All surveys must be approved by the post-secondary institution and Sumter County Schools prior to the study. This includes written and focus group questions used by the researcher.
3. All participation in a study must be voluntary and this must be in writing to all participants.
4. Students may not participate in a study without prior parent permission or during school hours.
5. Staff members may not participate in studies during work hours.
6. Researchers may not see any data that has a student's name on it or see any part of a student's record.

7. Quantitative or qualitative studies may not be a disruption to the normal operation of a school day.

There are no exceptions to the aforementioned guidelines; however, Sumter County Schools and/or the principal of the school have the right to add additional guidelines or terminate a study at any time during its implementation.

ROOM PARENTS

Each teacher should select a parent to serve as the designated room parent and submit the name to your team leader. The team leader will compile a list on an 8 1/2 X 11 sheet of paper and turn in to the office. This individual should help you throughout the year. The parent will help coordinate class parties, organize field trip chaperones, and many other activities in which the teacher needs assistance. The room parent will also be asked to work with and coordinate PTO activities.

SCHOOL COUNCIL

The Sumter County Board of Education, recognizing the need to improve communication and to improve parent involvement in the schools, thus establishes local school councils as advisory bodies. It shall be the responsibility of local councils to provide advice and recommendations to the school principal and, where appropriate, to the board.

The school principal shall be the chairperson of the council. Others serving on the council shall be two certified teachers elected by the school's teachers, two parents of students enrolled in the school elected by the school's parents, and two parents that are business persons. Council members shall be elected for two-year terms.

SCHOOL NURSE

The Sumter County Board of Education, in conjunction with Sumter Regional Hospital, is providing school nurses. Our nurse will be providing Health Check Services which consist of a complete physical exam on Medicaid Eligible Children. Information and permission slips will be sent home by the nurse. Send all injured children to the nurse's office. First Aid supplies and services will be available. Acute illnesses should also be sent to the nurse. **Send a nurse's pass with any child you send to the clinic for any reason. Students will also need to take their ID with them.** If you have a child who is vomiting, you may go ahead and call the parent to pick him up. Please feel free to by-pass the nurse if you are certain the child needs to go home. **If you have a child who has a chronic condition such as an unexplained rash, dental problems, scalp condition, hearing difficulty, vision problems, etc., please put a note in the nurse's box. The child will be picked up from your room for examination.** If you have a health-related subject you would like the nurse to present to the class, notify her in writing. The nurse will also be providing blood pressure checks for staff members if needed.

Be sure all medication from home is sent to the clinic for proper storage. **A teacher may not administer any medication to a student.** Medicines sent from home with an explanatory note from parents will be kept in and dispensed from the nurse's office. The nurse will send home an information/permission form at the beginning of school for each child. The nurse **must have written consent** from parents or guardians **before** treatment and/or medication can be administered.

Head lice, impetigo, chicken pox, etc. are common among young children. These can be very sensitive issues for children and their parents. **Please be discreet** when you discover any of these problems or if a parent notifies you of a condition for which a child is being treated. Notify the school's nurse immediately so she can verify that the parent is aware of the child's condition and that the child is being treated. **Remember that all matters concerning students are confidential and may not be shared with others.**

OFFICE PERSONNEL'S RESPONSIBILITIES

Wanda Jordan ----- Bookkeeper

1. Maintain financial records at school level and for Central Office allotments
2. Type all purchase orders
3. Fax or phone in all purchase orders
4. Check in all shipments
5. Serve as principals' secretary – correspondence for principal, etc.
6. Assist principal in School Council activities
7. Fill ice cream orders daily
8. Serve as the insurance contact person with payroll
9. Complete substitute reports personnel's
10. Pull time sheets
11. Assist staff members with long distance phone calls

Patricia Hayes----- Data Clerk/Registrar

1. Maintain all FTE records (attendance, reporting, etc.) – attendance must be entered by 8:00 a.m. daily
2. Register all new students (request records, make perm. folders, etc.)
3. Print rosters for classes, FTE, etc.
4. Typing for administrators
5. Maintain student records (immunization up to date, all documents in order, etc.)
6. Collect, count, and receipt all monies received

JoAnne Griffin ----- Office Paraprofessional

1. Answer telephone and assist visitors in office
2. Arrange for substitutes when teachers will be out
3. Maintain records for staff attendance and substitutes
4. Enter student tardies, make necessary changes, and complete the Attendance Day Sheet
5. Enter discipline in computer; file discipline referrals; maintain discipline records – must be entered and filed by next school day
6. Transportation changes – making and delivering passes and notifying teachers
7. Assist teachers and nurses with phone calls to parents

Notes:

1. Each person (Office Personnel) is allowed 30 minutes for lunch.
2. Miss Griffin is the first person in line to answer the phone and assist visitors; then Ms. Williams; then Mrs. Jordan if needed.
3. No staff member will be called to the phone except in case of an emergency—**call will be transferred to the nearest available office**; otherwise, messages will be taken and placed in boxes. Messages will not be given over the intercom except in case of emergency.
4. **NO** bus changes will be taken over the phone. Emergencies will be handled by an administrator. Only Miss Griffin handles bus changes.
5. Early checkouts of students (after 2:00 p.m.) must be approved by an administrator.
6. Staff members are to use designated phones only—in the office workroom—**NOT THE FRONT OFFICE**.

SMOKING

Federal law now prohibits smoking in schools or anywhere on school campuses. This includes any type of tobacco products. Sumter County Elementary School will observe a smoke-free, drug-free campus.

STAFF DEVELOPMENT/PROFESSIONAL LEARNING

You are encouraged to keep abreast of the latest research in education theory, philosophy, and practice. This can be done through the following:

- A) Staff Development/Professional Learning Activities
- B) College Courses
- C) Professional Organization Affiliations
- D) Professional Meeting Attendance

Requests to attend staff development/professional learning may be obtained from the office and are required to be filled out (**use black/blue ink**) and approved prior to being submitted to the Office of Professional Learning. **An agenda for the staff development/professional learning should be attached to your request.** Please place completed forms in Ms. Wallace' mailbox. After each trip, all staff members are required to complete an expense form. Completed Travel Expense forms **must** be sent to Ms. Wallace to sign before sending them to Central Office. ***A re-delivery of information is expected of participants for certain PL.**

Remember: It is the teacher's responsibility to take appropriate courses to update and renew their certificates.

STUDENT COMPLAINTS

Student complaints left unresolved often become parent and community complaints. Consequently, teachers should attempt to resolve student complaints rapidly. Make every effort to remedy the problem by helping the student understand all sides of the issue. If satisfaction is not obtained, please refer the student to the school counselor.

STUDENT OF THE MONTH

Each teacher will select ONE student per month to be student of the month (this is the expectation).

Parents will be notified at least a week in advance. The following criteria will be used to select a student from each room:

1. Completes all work assignments.
2. Exhibits good behavior.
3. Uses good manners.
4. Cooperates with the teacher and other students.

STUDENT SUPPORT TEAM REFERRALS & RESPONSE TO INTERVENTION

1. When a student is having difficulty academically, behaviorally or socially, he/she will be recommended for Tier II interventions in addition to the core instructional interventions available at Tier I. When Tier I strategies have not been successful, the teacher may consult with other grade level teachers, administrators, counselors, or instructional specialists to develop a plan for Tier II interventions and more frequent progress monitoring. If the student does not respond to Tier II strategies after a sufficient period of time, the teacher may consider a referral to the Student Support Team (SST).
2. The Student Support Team (SST) is designed to be a problem solving group of educators that meet together to recommend alternative strategies and develop a Tier III intervention plan. The plan will include the specific areas of difficulty or concern, the interventions, frequency of interventions,

intervention provider, baseline data, and dates for progress monitoring.

3. The SST may include teachers, administrators, special education teachers, counselors, psychometrists, and/or other school personnel. Parents are invited to attend and participate in all Student Support Team (SST) meetings.
4. The goal of the Student Support Team is to keep students in the regular education program by developing and monitoring alternative strategies that will make it possible for the student to be educated in the general education program. All students who are referred to the Student Support Team should not be referred for a psychological evaluation for possible special education placement.

The only exception is a case where a student has an obvious disability and no strategies in the regular classroom would work. This is a rare situation and the child may be referred directly for a psychological evaluation. The reasons for an immediate referral for evaluation must be thoroughly documented in SST minutes.

Mrs. Harden will coordinate student referrals and will serve as the SST Chairperson. You will be provided with schedules for meetings, standing committee member lists, and other items needed for Student Support Team meetings. Mrs. Harden will do all in-school screening and testing for students in the SST referral process.

SUBSTITUTE REQUEST

It is imperative that all teachers and staff members strive to be present each day. Schedule appointments after school when possible. If you are sick and cannot be present, call or text **Dr. Robinson** at **229-938-0310** before **9:00 p.m.** or between **6:00 a.m. and 7:00 a.m.** After 7:00 a.m., call the school (**229-924-7835**) for Miss Griffin. Please call **Ms. Wallace** after the listed times (**between the hours of 9:00 p.m. and 12:00 a.m.**) at **229-591-0252**.

Do NOT send an email, text message, nor leave a message on the SCHOOL's voicemail. A substitute will be obtained for you. **Try not to call the school at the last minute.** It is **very difficult** to find a substitute, check on lesson plans, materials, etc. in the middle of a "normal" morning.

Personal leave may not be taken during the first two weeks of school or during the last 20 days of school. Leave may not be taken preceding or following a holiday. See The Sumter County Board Policy Book---Section GBRI/ GBRIF/GCRG/GDRH for details on all leave and absences. Forms to request leaves are available in the office.

SUPERVISION OF STUDENTS

It is imperative for students to be constantly supervised throughout the school day. This includes the playground, halls, restrooms, etc.) Homeroom teachers **must** be in their doorways at **7:15 a.m.** prepared to supervise students. All other staff members must be in their assigned duty location no later than their assigned time.

SUPPLY AND MATERIAL REQUEST

Any supplies or materials you need must be requested in writing to your team leader. The office will supply you with the appropriate forms. It is important that teachers be frugal with supplies. All materials requested must enhance and facilitate student learning.



TELEPHONE USE

A telephone is available for staff use in the Office Workroom. Please do not use the secretaries' phones nor personal cell phones. All personal messages will be taken by the school secretaries. You should check your box for messages prior to leaving school each afternoon. Students are not to be sent to the office to use the telephone to call home. If necessary, one of our secretaries will make the appropriate call. **If you must call a parent due to a problem, please use a phone in a quiet place – NOT in the front office! See Mrs. Jordan for school-related long distance calls.**

TELEVISION AND VCR USE

Only educationally oriented programs will be viewed during the school day. These programs must be included in lesson plans and have a **direct bearing** on current content being mastered. Educational programs are broadcast daily; however, these programs must be shown at the time of day or year to fit your subject content. Know your E.T.V. schedule and make arrangements with the media specialist to have programs of interest taped. Any videos used must directly correlate to the subject area being taught. All television shows and movies (DVDs, videos, and computer clips) must be directly related to the school improvement goal of improving student achievement. Use of videos/dvds and televisions will be monitored closely. All video requests must be approved by the principal or another administrator.

Only videos from the Media Center are acceptable. Any television program viewed at school must be of quality instructional content. Videos, which are not SCES property, must be previewed by the media specialist **prior** to classroom use.

TEXTBOOKS / CURRICULUM

You are required as an employee of the Sumter County School System to follow the curriculum for your subject area and/or grade level. The adopted text should be the basis for all instruction. The textbook is to be viewed as one resource in teaching the curriculum. To adequately teach the curriculum and meet the individual needs of your students, you will need to use supplemental materials. These supplemental materials will include but are not limited to library resources, technology, teacher made materials, community resources, professionally prepared materials, student prepared materials, trade books, and thematic units. The following guidelines will be used with regard to textbooks:

- A. Textbooks must be stamped with the school stamp before issuing.
 - B. An accurate inventory must be maintained.
 - C. When issuing textbooks to students, do it in such a manner that you can inventory the books when returned.
 - D. You must inform students at the beginning of the year about their responsibilities of taking care of their books. Fines are to be paid for damaged or lost textbooks.
 - E. Team leaders must notify Ms. Wallace when textbook shortages are anticipated.
- 2-3 READING: Benchmark Literacy
 - 2-3 MATH: Ready Classroom
 - 2-3 SOCIAL STUDIES: Thematic Units/Read Aloud/Guided Reading
 - 2-3 HEALTH: Thematic Units/Read Aloud/Guided Reading
 - 2-3 SCIENCE: Thematic Units/Read Aloud/Guided Reading
 - 2-3 LANGUAGE ARTS: Benchmark Literacy

VENDING MACHINES

Be sure you have proper change for vending machines. While we may have change in the office, we prefer that Mrs. Jordan not be interrupted to give change. Vending machines cannot be opened during the day if problems occur. See Mrs. Jordan after school for problems. Please leave a note if you have lost money.

Children should not be at the vending machine without an adult present.

VISITORS

All visitors must sign in at the school office before going to classrooms. **All visitors should have on a visitor's badge.** If not, please ask to see if this rule has been followed. This is for your own protection and the protection of your students (See Emergency Preparedness Plan). If you have a problem with a parent who visits often *and* tends to interrupt instruction, notify an administrator immediately. **Please remember that parents are an important component of the school program and should feel welcome during each visit (be courteous).**

WORK HOURS

Daily work hours are 7:15 a.m.-3:15 p.m. for everyone unless an alternate schedule has been set by Ms. Wallace. All teachers are expected to work until 4:15 on Mondays, our "Late" day, and Tuesdays until 3:45. **Certified personnel will need to be signed in (Infinite Campus and Check Mate) by 7:15 a.m. Paraprofessionals will need to sign in by using the Check Mate Kiosk in the Front Office.** A daily report will be pulled to ensure everyone is at work and signed in on time. **Should frequent tardiness become an issue, documentation will be placed in your personnel file and noted as a part of your evaluation process.**

WORK ROOM

The Ellison machine and bulletin board paper will be kept in the Teacher Workroom. **Please keep this area clean.** Teachers need to make sure their students stay out of the Teacher Workroom for safety reasons. This includes children of staff members.

SECTION II: PROCEDURES

ARRIVAL/MORNING

Our school hours are from 7:25 a.m. to 2:55 p.m. daily. **Instruction begins promptly at 8:00 a.m. each day. Children may not arrive at school before 7:25 a.m.** Staff members will be on duty from **7:25 a.m. until 7:50 a.m.** to assist students in exiting from the car and getting safely to the sidewalk. Children should be dropped off at the front of the building in the right-hand lane **only** when a staff member is present to get them from the car. Parents need to pull up to the mailbox to keep traffic from spilling over in the road. The left lane is for ongoing traffic. Traffic should not stop in the left lane. **Only students will be allowed to go down grade level halls starting at 7:25. Parents will only be able to enter the building to go to the front office.**

Children arriving after 7:50 a.m. will be counted tardy. Children arriving after 7:50 a.m. must be escorted into the building by a parent to get a tardy slip. Parents are asked to park in a parking space to avoid blocking traffic in the driveway. **Children, who are tardy, should eat breakfast at home.**

DISMISSAL / AFTERNOON



Students should be accompanied by a teacher or paraprofessional to the buses and cars. It is expected that every teacher knows how each of his/her students will get home before dismissal. It is the teacher's responsibility to see that each of his/her students get to their designated place during dismissal time. Students cannot change their mode of transportation WITHOUT having the proper form (bus pass or car rider pass—received after a note, written by their parent/guardian, has been brought to school). Do not go on the “WORD” of the student at the end of the day. If a child tells you they are supposed to go somewhere else but they do not have a note, please check with the office beforehand.

Car riders will be sent to the lunchroom. Car rider numbers will be displayed on the big screen television. As each number is displayed/called, the student will walk to the front lobby where he/she will be escorted to his/her car by a duty person.

For safety reasons, all car riders will be assigned a number and will be given a tag with that number for the parent's car. Duplicate tags for families who may use more than one vehicle will be made available. Children must learn their assigned numbers within the first few days of school so that dismissal will run smoothly. Adults who come through the line without an assigned tag will be required to park in a parking spot, come in to the office (front entrance only), and show proper identification in order to sign their child(ren) out. **Parents may not come into the building (past the office).**

LUNCH—Classes / Grade Levels Will Alternate Eating in The Cafeteria

All teachers and paraprofessionals are expected to sit with their classes. This is to ensure that manners and routines are established from the beginning and enforced throughout the year.

Upon entry into the cafeteria, children are to line up at the assigned serving line. After going through the serving line, children are to walk to the assigned table, remaining in order. At the table, children are to place their trays on the table and stand behind their seats (with hands behind their backs) until the entire class is present at the table. On the teacher's signal, children will be seated and may begin eating.

Music will be played throughout the lunch period. While music is playing, students CANNOT TALK. Once the music stops playing, students can talk. If your class enters the lunchroom and music is playing, they SHOULD NOT be talking. When your class goes to put their tray up and line up on the wall, they SHOULD NOT be talking. Teachers are expected to stress this procedure with their class.

There will be a stack of colored plastic cups for each class on the tables. The cup on the top of the stack indicates the class' status.

- The green cup signifies that the class is using appropriate manners and behaving nicely.
- The yellow cup means that the class has been warned.
- The red cup signifies silent lunch.

During the lunch period, teachers and other personnel will monitor class behavior. When children become too loud or are misbehaving, **ANY** staff member may change the cup to yellow for a reminder of the rules. If behavior does not quickly improve, the cup will be changed to red, signifying silent lunch for the class. Teachers from neighboring tables or the adult table, who notice problems, are encouraged to change cups. If one or two children are the problem, move them to the timeout table.

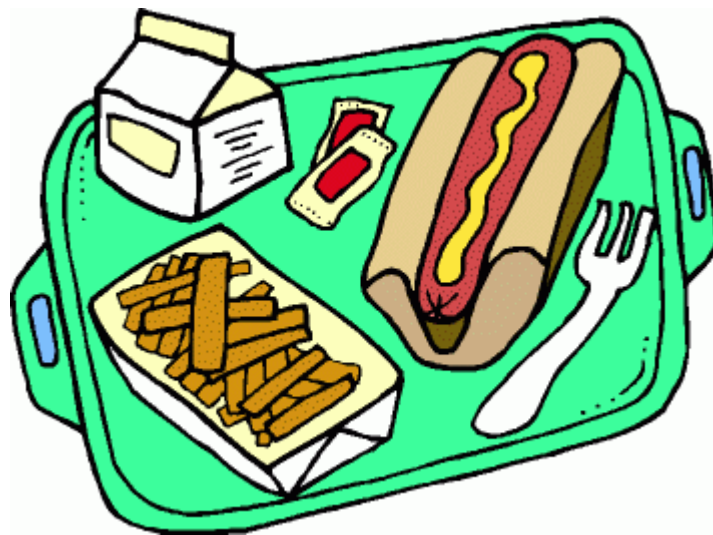
You will need to check your class' color each day as you leave the lunchroom. You'll also need to develop a system for rewarding your class when they stay on green and for sanctions when they go to red. You may

consider giving “class” points for each day no one gets moved. The class could work toward a given treat when the established number of points is earned.

At the end of the lunch period, children are to clean up the table and under the table. Milk cartons should be closed to minimize spills. Teachers should inspect the area before allowing children to leave the table.

Children will stand one side of the table at a time, on the teacher’s signal. One side will be dismissed to walk to the dish return, and then the other side will be dismissed. **Teacher supervision is critical at this time; children often “race” to the dish return or to line up. Teachers should position themselves in the doorway of the dish return so that they are able to observe the dish return as well as watch students as they line up.**

*******TEAMWORK MAKES THE DREAM WORK!!!*******



Sumter County Elementary School Lesson Plan Components for 2021-2022 (Refer to TKES Standard 2)

*****We Will Utilize Playlists in the formats of Beginning, Intermediate, and Advanced.*****

- Written in sequential/timeline order with times and subjects/content
- Georgia Standards of Excellence with the specific learning target/s for the class period/segment in the form of “I can” statements along with Essential Questions
- Evidence-based strategies and activities for teachers and students for each section of the instructional framework--**opening, work session, and closing**—for math
- Daily writing activities
- Use of “Ticket Out the Door” to quickly assess students’ comprehension of skills/content to plan needs-based instruction
- Differentiated and/or needs-based instruction for small groups (**Teacher should not do/teach the same lesson with each small group**)
- Intervention as needed for at-risk and failing students
- Tasks, Centers/Stations, and the integration/use of technology by the teacher and students; Show what students will do at Centers/Stations and Computers (**Needs to be RELEVANT, PLANNED activities—NOT PLAY TIME.**)
- Accommodations with designations, when appropriate, for special needs students
- Notes regarding homework and needs related to remediation, acceleration, and/or enrichment

Plan
plan Lesson
plans
lesson

SECTION III: STUDENT CODE OF CONDUCT

SCS STUDENT BEHAVIOR CODE

It is the purpose of the Sumter County Board of Education to operate each school in a manner that will provide an orderly process of education and that will provide for the welfare and safety of all students who attend the schools within the district. In accordance with that purpose, the Board of Education has adopted a policy which requires all schools to adopt codes of conduct which require students to conduct themselves at all times in order to facilitate a learning environment for themselves and other students. These standards for behavior require students to respect each other and school district employees, to obey student behavior policies adopted by the Board, and to obey student behavior rules established at each school within the district.

The school's primary goal is to educate, not to punish; however, when the behavior of an individual student comes in conflict with the rights of others, corrective actions may be necessary for the benefit of that individual and the school as a whole. Accordingly, students shall be governed by policies, regulations, and rules set forth in the Code of Conduct.

The Code of Conduct is effective during the following times and in the following places:

- At school or on school property at any time;
- Off school grounds at any school-related activity, function, or event and while traveling to and from such events;
- On school buses and at school bus stops.

Also, students may be disciplined for conduct off campus which could result in the student being criminally charged with a felony and which makes the student's continued presence at school a potential danger to persons or property at the school or which disrupts the educational process.

Major offenses including, but not limited to, drug and weapon offenses can lead to schools being named as an Unsafe School according to the provisions of State Board Rule 160-4-8-.16, UNSAFE SCHOOL CHOICE OPTIONS.

Parents are encouraged to become familiar with the Code of Conduct and to be supportive of it in their daily communication with their children and others in the community.

AUTHORITY OF THE PRINCIPAL

The principal is the designated leader of the school and, in concert with the staff, is responsible for the orderly operation of the school. In cases of disruptive, disorderly or dangerous conduct not covered in this Code, the principal may undertake corrective measures which he or she believes to be in the best interest of the student and the school provided any such action does not violate school board policy or procedures. Action taken by assistant principals may be appealed to the principal. Only action taken by principals can be appealed to the Assistant Superintendent for student services.

*****See the Appendix for an explanation of our school wide behavior program.**

OFFENSES AND CONSEQUENCES

Each time a student is given Out of School Suspension (OSS) the parent(s)/guardian must meet with a member of the school administration before the student may return to his/her regular classes.

Children who commit certain minor offenses only occasionally (not more than once within 30 days) may return to "first offense" status at the discretion of the principal. These offenses are indicated by an () in the following section.

1. ALCOHOL

A student shall not possess, sell, use, transmit, or be under the influence of any drug, alcoholic beverage, anabolic steroid, or intoxicant of any kind.

CONSEQUENCE:

1ST OFFENSE---10 days suspension from school pending tribunal with counseling (school counselor, social worker, and behavior specialist).

2. ARSON

Unlawful and intentional damage or attempted damage to any real or personal property by fire or incendiary device.

CONSEQUENCE:

Penalty at the discretion of the administrator, which may include but is not limited to Out-of-Class Suspension (OCS), Out-of-School Suspension (OSS), suspension pending a tribunal hearing, and proper authorities will be immediately notified. Restitution for any damages is required.

3. BATTERY AGAINST STUDENTS

Engaging in offenses involving intentional violence on school property or at a school related event. This includes but is not limited to hitting, kicking, biting, and scratching.

CONSEQUENCE:

1ST OFFENSE---1 to 3 days ABE Detention

2ND OFFENSE---1 to 3 days OCS

3RD OFFENSE---3 to 5 days OCS

4TH OFFENSE---Up to 10 days OSS (4th and subsequent)

4. BEEPERS, PAGERS, *CELL PHONES, AND OTHER COMMUNICATION DEVICES

Electronic communication devices may not be used during the school day.

CONSEQUENCE:

1ST OFFENSE---Confiscate, parent contact; *See Page 42 for the Cell Phone Policy

2ND OFFENSE---Confiscate, parent contact, 1 day OCS; *See Page 42 for the Cell Phone Policy

3RD OFFENSE---Confiscate, parent contact, 3 days OCS (3rd and subsequent); *See Page 42 for the Cell Phone Policy

5. BEING IN AN UNAUTHORIZED AREA

Students are not to be in areas designated by each school without written permission.

CONSEQUENCE:

1ST OFFENSE---1 to 3 days ABE Detention

2ND OFFENSE---1 to 3 days OCS

3RD OFFENSE---3 to 5 days OCS

4TH OFFENSE---Up to 10 days OSS (4th and subsequent)

6. BREAKING AND ENTERING/BURGLARY

Unlawful entry into a school building, structure, or vehicle with the intent to commit a crime.

CONSEQUENCE:

Minimum 5 days out of school suspension with up to 5 days OCS pending tribunal.

7. BULLYING

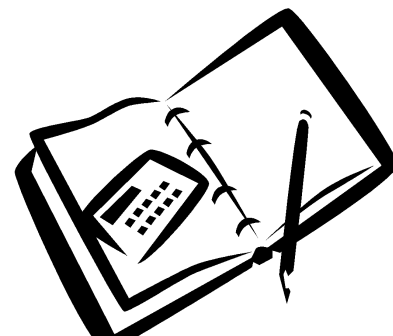
As used in this Code section (SB 250), the term “bullying” means an act which occurs on school property, on school vehicles, at designated school bus stops, or at school related functions or activities, or by use of data or software that is accessed through a computer, computer system, computer network, or other electronic technology of a local school system, that is:

- (1) any willful attempt or threat to inflict injury on another person, when accompanied by an apparent present ability to do so; (2) any intentional display of force such as would give the victim reason to fear or expect immediate bodily harm; or (3) any intentional written, verbal, or physical act, which a reasonable person would perceive as being intended to threaten, harass, or intimidate, that: (a) causes another person substantial physical harm within the meaning of the Code Section 16-5-23.1 or visible bodily harm as such term is defined in Code Section 16-5-23.1; (b) has the effect of substantially interfering with a student’s education; (c) is so severe, persistent, or pervasive that it creates an intimidating or threatening educational environment; or (d) has the effect of substantially disrupting the orderly operation of the school.

CONSEQUENCE:

1ST OFFENSE---1 to 3 days ABE Detention

2ND OFFENSE---1 to 3 days OCS



3RD OFFENSE---3 to 5 days OCS

4TH OFFENSE---Up to 10 days OSS (4th and subsequent)

8. *CAMPUS/CLASSROOM DISTURBANCES

Causing disruption of learning opportunities, the normal operating procedure of the school, and/or threatening the safety of other students.

CONSEQUENCE:

1ST OFFENSE---1 to 3 days ABE Detention

2ND OFFENSE---1 to 3 days OCS

3RD OFFENSE---3 to 5 days OCS

4TH OFFENSE---Up to 10 days OSS (4th and subsequent)

9. COMPUTER TRESPASS

Unauthorized use of a computer, computer network, or data. (Also refer to SCS Student Internet Acceptable Use Policy)

CONSEQUENCE:

Penalty at the discretion of the administration which may include but is not limited to OCS, suspension, suspension pending a tribunal, and/or referral to law enforcement officials or juvenile authorities. Immediate restitution for any damages is required.

10. CONTINUOUS VIOLATION OF SCHOOL RULES AND REGULATIONS

Continuously violates school rules and regulations.

CONSEQUENCE:

Administrative discretion, which may include suspension.

11. *DISOBEDIENCE, DISRESPECT AND/OR INSUBORDINATION

Acting in a rude, disobedient, disrespectful and/or insubordinate manner, and/or refusing to identify oneself correctly upon request.

CONSEQUENCE:

1ST OFFENSE---1 to 3 days ABE Detention

2ND OFFENSE---1 to 3 days OCS

3RD OFFENSE---3 to 5 days OCS

4TH OFFENSE---Up to 10 days OSS (4th and subsequent)

12. DISORDERLY CONDUCT

Acting in a rude, disobedient, disrespectful and/or insubordinate manner and/or refusing to identify oneself correctly upon request; causing disruption of the learning opportunities and threatening the safety of other students.

CONSEQUENCE:

1ST OFFENSE---1 to 3 days ABE Detention

2ND OFFENSE---1 to 3 days OCS

3RD OFFENSE---3 to 5 days OCS

4TH OFFENSE---Up to 10 days OSS (4th and subsequent)

13. DRESS CODE VIOLATIONS

Students must follow the dress code as outlined by school policy. ****SEE THE APPENDIX for DRESS CODE POLICY**

CONSEQUENCE:

- 1ST OFFENSE---Sequester in OCS until clothes are changed/call parents; Letter will be sent home
- 2ND OFFENSE---Sequester in ABE after school the rest of the day; Assigned to ABE next day
- 3RD OFFENSE---Follow regular disciplinary procedures (ABE 2 Full Interventions)
- 4TH OFFENSE---Suspension from school (1 day)
- 5TH OFFENSE---Suspension from school (2-3 days)

14. DRUGS

Selling or attempting to sell, distribution of, possession of, use of drugs or under the influence of drugs on school property or at a school function *(illegal, over-the-counter, or substances represented to be illegal drugs, inhalants, and/or drug paraphernalia such as rolling papers, roach clips, pipes, etc.). Mere possession of inhalants such as glue, white-out, and/or rubber cement does not constitute violation of this policy. (Influence is defined as noticeably impaired behavior and/or obvious physical symptoms).

CONSEQUENCE:

Minimum of 5 days out of school suspension with up to 5 days OCS pending tribunal. (With counseling--school counselor, social worker and behavioral specialist)

15. FIGHTING

A physical altercation between two or more individuals. A student under attack should detach himself/herself from the situation and get an adult to help; this action would constitute “self-defense” on the attacked student’s part. A fight occurs when the student strikes back and actively engages in the altercation.

CONSEQUENCE:

- 1ST OFFENSE---1 to 3 days ABE Detention
- 2ND OFFENSE---1 to 3 days OCS
- 3RD OFFENSE---3 to 5 days OCS
- 4TH OFFENSE---Up to 10 days OSS (4th and subsequent)

16. FORGERY

Falsifying checks, school documents, or parent documents.

CONSEQUENCE:

- 1ST OFFENSE---1 to 3 days ABE Detention
- 2ND OFFENSE---1 to 3 days OCS
- 3RD OFFENSE---3 to 5 days OCS
- 4TH OFFENSE---Up to 10 days OSS (4th and subsequent)

17. GAMBLING

Participating in illegal gambling, games of chance, or possession of illegal gambling devices such as dice (with the intent to participate in illegal gambling).

CONSEQUENCE:

- 1ST OFFENSE---1 to 3 days ABE Detention
- 2ND OFFENSE---1 to 3 days OCS
- 3RD OFFENSE---3 to 5 days OCS
- 4TH OFFENSE---Up to 10 days OSS (4th and subsequent)

18. *INAPPROPRIATE BEHAVIOR

Exhibiting or participating in inappropriate behavior in the hall, media center, cafeteria, restroom, or playground, which may include but is not limited to scuffling, tussling, shoving, minor campus disturbances, throwing objects, running away, or cheating. This also includes inappropriate expressions of affection.

CONSEQUENCE:

- 1ST OFFENSE---1 to 3 days ABE Detention
- 2ND OFFENSE---1 to 3 days OCS
- 3RD OFFENSE---3 to 5 days OCS
- 4TH OFFENSE---Up to 10 days OSS (4th and subsequent)

19. INDECENT EXPOSURE

It is prohibited for students to remove his or her clothing or the clothing of others.

CONSEQUENCE:

- 1ST OFFENSE---1 to 3 days ABE Detention
- 2ND OFFENSE---1 to 3 days OCS
- 3RD OFFENSE---3 to 5 days OCS
- 4TH OFFENSE---Up to 10 days OSS (4th and subsequent)

20. MISCONDUCT OUTSIDE OF SCHOOL HOURS OR SCHOOL ACTIVITIES

A student who has been arrested, charged, or convicted in a court with a felony or an offense which would be considered to be a felony if the student were an adult; or is charged with an assault upon another student; a violation of the drug laws; or sexual misconduct and whose presence at school is reasonably certain to endanger another student or staff or cause disruption to the educational climate, may be disciplined or excluded from school.

CONSEQUENCE:

Penalty at the discretion of the administrator.

21. NON-SANCTIONED GROUP ACTIVITIES/GANGS

Herein described as clubs, groups, or organizations of limited membership, which are known to the Sumter County School System through its personal intelligence or through information furnished through local law enforcement officials, to advocate, practice, engage or participate in unlawful acts such as intimidation, violence, or destruction to property. Gangs shall not be permitted on school premises or in school facilities, or to conduct any activities, meetings, or gatherings on or about school facilities, premises, or property at any time. The presence of such gangs is a disruption to the education process and a threat to the safety and wellbeing of the students and faculties of the Sumter County System. Membership in or affiliation with gangs as defined above shall not be permitted. Wearing of any insignia, and/or uniforms, or other means of any gang identification, or using or making any signs, signals, or other means of gang communication or identification by any student or non-student visiting on the premises of any school facility shall not be permitted.

CONSEQUENCE:

- 1ST OFFENSE---1 to 3 days ABE Detention
- 2ND OFFENSE---1 to 3 days OCS
- 3RD OFFENSE---3 to 5 days OCS
- 4TH OFFENSE---Up to 10 days OSS (4th and subsequent)

22. *OBSCENITY

Students are prohibited from using obscene language (written and oral), gestures, and being in possession of pornographic materials.

CONSEQUENCE:

- 1ST OFFENSE---1 to 3 days ABE Detention
- 2ND OFFENSE---1 to 3 days OCS
- 3RD OFFENSE---3 to 5 days OCS
- 4TH OFFENSE---Up to 10 days OSS (4th and subsequent)

23. PHYSICAL VIOLENCE AGAINST A SCHOOL EMPLOYEE

Physical violence or the threat of physical violence against a school employee is prohibited.

CONSEQUENCE:

Out of school suspension--minimum five (5) days--followed by placement in out of class suspension pending tribunal.

24. POSSESSION AND/OR USE OF EXPLOSIVE COMPOUNDS

Carrying, possessing, or having under such person's control while at a school building, school function, on school property, on a bus or other transportation furnished by the school, ammunition of any type or explosive compound, (matches, lighter, explosives, fireworks, flammable incendiary devices).

CONSEQUENCE:

- 1ST OFFENSE---Confiscate & 1 to 3 days ABE Detention
- 2ND OFFENSE---Confiscate & 1 to 3 days OCS
- 3RD OFFENSE---Confiscate & 3 to 5 days OSS
- 4TH OFFENSE---Confiscate & Up to 10 days OSS (4th and subsequent); Administrator's Discretion & Possible Tribunal

25. *POSSESSION OF BANNED OBJECTS

Electronic devices, toys, games, and nuisance devices will not be allowed at school. Devices necessary for student learning will be allowed.

CONSEQUENCE:

- 1ST OFFENSE---Confiscate & 1 to 3 days ABE Detention
- 2ND OFFENSE---Confiscate & 1 to 3 days OCS
- 3RD OFFENSE---Confiscate & 3 to 5 days OSS

4TH OFFENSE---Confiscate & Up to 10 days OSS (4th and subsequent)

26. SEXUAL HARASSMENT

It shall be a violation of this policy for any member of the district staff to harass a student through conduct or communications of a sexual nature as defined below. It shall also be a violation of this policy for students to harass other students or any school employee through conduct or communications of a sexual nature as defined below.

Unwelcome sexual advances, requests for sexual favors and other inappropriate oral, written or physical conduct of a sexual nature when made by a member of the school staff to a student or when made by any student to another student or system employee constitutes sexual harassment when:

- Submission to such conduct is made, either explicitly or implicitly, a term or condition of an individual's education.
- Submission to or rejection of such conduct by an individual is used as the basis for academic decisions affecting that individual; or
- Such conduct has the purpose or effect of substantially interfering with an individual's academic or professional performance or creates an intimidating, hostile, or offensive academic environment.

Sexual harassment, as defined above, may include but is not limited to the following:

- Verbal harassment or abuse
- Pressure for sexual activity
- Repeated remarks to a person with sexual or demeaning implications
- Unwelcome touching
- Suggesting or demanding sexual involvement accompanied by implied or explicit threats concerning one's grades, job, etc.

Any person who alleges sexual harassment by a staff member or student in the school district may complain directly to a principal, assistant principal, guidance counselor, or other individual to receive such complaints. Each school shall publish Policy JCE in its student and faculty handbooks annually and shall designate a minimum of four persons to receive complaints and list these names in the handbooks. Filing of a complaint or otherwise reporting sexual harassment will not reflect upon the individual's status nor will it affect future employment, grades, or job assignments.

The right to confidentiality, both of the complainant and of the accused, will be respected consistent with the Board's legal obligations, and with the necessity to investigate allegations of misconduct and take corrective action when this conduct has occurred.

All allegations of sexual harassment shall be fully investigated and immediate and appropriate corrective or disciplinary action shall be initiated. Appropriate documentation shall be maintained on all allegations of sexual harassment. A substantiated charge against an employee shall subject such person to disciplinary action, including discharge.

A substantiated charge against a student shall subject that student to disciplinary action including suspension or expulsion. Additionally, in all cases a report of sexual harassment will be reported to the system's Title IX coordinator.

It is the policy of the Sumter County Board of Education to maintain a learning environment that is free from sexual harassment. It shall be a violation of this policy for any member of the district staff to harass a student through conduct or communications of a sexual nature as defined.

CONSEQUENCE:

- 1ST OFFENSE---1 to 3 days ABE Detention
- 2ND OFFENSE---1 to 3 days OCS
- 3RD OFFENSE---3 to 5 days OCS
- 4TH OFFENSE---Up to 10 days OSS (4th and subsequent): Administrator's Discretion & Possible Tribunal

27. SKIPPING CLASS OR SCHOOL OR LEAVING CLASS OR SCHOOL WITHOUT PERMISSION

Students must not leave class or school without permission or fail to report to class.

CONSEQUENCE:

- 1ST OFFENSE---1 to 3 days ABE Detention
- 2ND OFFENSE---1 to 3 days OCS
- 3RD OFFENSE---3 to 5 days OCS
- 4TH OFFENSE---Up to 10 days OSS (4th and subsequent)

28. *THEFT OR POSSESSION OF STOLEN PROPERTY

Theft or possession of stolen property located on school premises or at a school function.

CONSEQUENCE:

- 1ST OFFENSE---1 to 3 days ABE Detention
- 2ND OFFENSE---1 to 3 days OCS
- 3RD OFFENSE---3 to 5 days OCS
- 4TH OFFENSE---Up to 10 days OSS (4th and subsequent)

29. THREATENING AND/OR INTIMIDATING ANOTHER STUDENT

Threatening and/or intimidating another student: touching, striking, pushing, or threatening the person, bodily or psychologically.

CONSEQUENCE:

- 1ST OFFENSE---1 to 3 days ABE Detention
- 2ND OFFENSE---1 to 3 days OCS
- 3RD OFFENSE---3 to 5 days OCS
- 4TH OFFENSE---Up to 10 days OSS (4th and subsequent)

30. TOBACCO USE/POSSESSION

Using and/or possessing tobacco in any form on school property or at a school function.

CONSEQUENCE:

- 1ST OFFENSE---1 to 3 days ABE Detention
- 2ND OFFENSE---1 to 3 days OCS
- 3RD OFFENSE---3 to 5 days OCS
- 4TH OFFENSE---Up to 10 days OSS (4th and subsequent)

31. TRESPASSING

Entering unlawfully onto school property without permission.

CONSEQUENCE:

Administrative discretion and/or legal action.

32. VANDALISM

Destroying, and/or damaging public or private property located on school premises or at a school function.

CONSEQUENCE:

- 1ST OFFENSE---1 to 3 days ABE Detention
- 2ND OFFENSE---1 to 3 days OCS
- 3RD OFFENSE---3 to 5 days OCS
- 4TH OFFENSE---Up to 10 days OSS (4th and subsequent)

33. WEAPONS

A student shall not possess, use, handle or transmit any object that reasonably can be considered a weapon on property or in a building owned or leased by a school district, at a school function, or on a bus or other transportation provided by the school district. Weapons may include, but are not limited to:

1. Any handgun, firearm, rifle, shotgun or similar weapon; any explosive compound or incendiary device; or, any other dangerous weapon as defined in O.C.G.A. § 16-11-121, including a rocket launcher, bazooka, recoilless rifle, mortar, or hand grenade.
2. Any hazardous object, including any dirk, bowie knife, switchblade knife, ballistic knife, any other knife having a blade of two or more inches, straight-edge razor, razor blade, spring stick, knuckles, whether made from metal, thermoplastic, wood, or other similar material, blackjack, any bat, club, or other bludgeon-type weapon, or any flailing instrument consisting of two or more rigid parts connected in such a manner as to allow them to swing freely, which may be known as a nun chahak, nun chuck, nunchaku, shuriken, or fighting chain, or any disc, of whatever configuration, having at least two points or pointed blades which is designed to be thrown or propelled and which may be known as a throwing star or oriental dart, or any instrument of like kind, any nonlethal air gun, and any stun gun or taser. Such term shall not include any of these instruments used for classroom work authorized by the teacher.

Students who possess any weapon described in paragraph 1 in violation of this policy will be subject to a minimum of a one calendar year expulsion. The Superintendent shall have the authority either before or after the student is referred for a tribunal hearing to reduce the mandated one year expulsion under circumstances where the one year expulsion appears excessive to the superintendent. The tribunal shall also have the authority to modify such expulsion requirement on a case-by-case basis in determining the appropriate punishment. Finally, in any tribunal decision appealed to the board of education, the board may reduce the mandated punishment but shall consider whether the superintendent and/or tribunal considered a reduction and any rationale in denying such a reduction.

Students who possess other weapons or hazardous objects as described in paragraph 2 will be subject to discipline as specified in the student code of conduct.

CONSEQUENCE:

Minimum of 5 days out of school suspension with up to 5 days OCS pending tribunal and/or the Superintendent's decision.

SCHOOL BUS DISCIPLINE POLICY**BUS PASSES:**

If a student needs to ride a bus other than their assigned bus, they must bring a letter stating the bus number, reason for bus pass request, parent name, signature, and contact number. All bus pass requests should be submitted to the front office no than 10:00 a.m.

The following rules are published for the safety, health, and welfare of all children who ride school buses. Parents are requested to share with their children the importance of obeying the rules so that all students may be transported safely and comfortably. If a student is suspended from the bus, he or she may also be suspended from school depending on the severity of the offense. The school reserves the right to combine school consequences with transportation consequences. When a student is suspended from school he or she **CANNOT** ride any Sumter County School Bus. This rule also applies to activity buses.

FIGHTING

- 1st Offense:** Two (2) days bus suspension.
- 2nd Offense:** Five (5) days bus suspension.
- 3rd Offense:** Ten (10) days bus suspension.
- 4th Offense:** Loss of bus riding privilege for the remainder of the school term.

PROMOTING A FIGHT, THROWING OBJECTS, SPITTING, ARGUING/ PROFANITY/RACIAL SLURS

- 1st Offense:** Two (2) days bus suspension.
- 2nd Offense:** Five (5) days bus suspension.
- 3rd Offense:** Ten (10) days bus suspension.
- 4th Offense:** Twenty (20) days bus suspension.
- 5th Offense:** Loss of bus riding privilege for the remainder of the school term.

DISOBEYING AUTHORITY (Driver, Monitor and School Staff)

- A. Refusing to obey the driver or person in authority.
- B. Refusing to sit in an assigned seat.
- C. Refusing to answer the driver when a question is asked.
- D. Giving the driver the wrong information.
- E. Getting off the bus at the wrong stop without a note from the school.
- F. Refusing to obey the railroad crossing rule.
- G. Disrespecting the bus driver.
- 1st Offense:** Two (2) days bus suspension.
- 2nd Offense:** Five (5) days bus suspension.
- 3rd Offense:** Ten (10) days bus suspension.
- 4th Offense:** Twenty (20) days bus suspension.
- 5th Offense:** Loss of bus riding privilege for the remainder of the school term.

BULLYING

- 1st Offense:** Two (2) days bus suspension.
- 2nd Offense:** Five (5) days bus suspension.
- 3rd Offense:** Ten (10) days bus suspension.
- 4th Offense:** Twenty (20) days bus suspension.
- 5th Offense:** Loss of bus riding privilege for the remainder of the school term.

GENERAL BUS RULES

The following are not allowed on the bus:

- A. Food, gum chewing, juice or sodas.
- B. Toys of any size.
- C. Supplies out on the bus except a book to read.
- D. Sexual gestures.
- E. Graffiti.
- F. Extending any part of the body or other objects out the windows, doors and aisles of the bus.
- G. Standing, walking, playing or kicking.
- H. Sunglasses unless prescribed by physician.
- I. Yelling out the window or inside the bus.
- J. Getting on or off the bus while in motion.
- K. The use of mirrors, lasers, flash cameras, lights, reflective devices, or any electrical communication devices in a manner that might interfere with the operation of the school bus.
- L. Any other action that might cause disruption for the driver.
- 1st Offense:** Two (2) days bus suspension.

- 2nd Offense:** Five (5) days bus suspension.
3rd Offense: Ten (10) days bus suspension.
4th Offense: Twenty (20) days bus suspension.
5th Offense: Loss of bus riding privilege for the remainder of the school term.

MAJOR OFFENSES

The following behavior will not be tolerated in any form and **MAY** result in an automatic suspension for the entire year. Additionally, students may be referred for a disciplinary tribunal for these offenses:

- A.** Sexual misconduct offenses (engaging with or fondling one another).
- B.** Ignition of lighter, matches, and /or combustible or flammable materials, etc.
- C.** Possession of a dangerous instrument /Firearm/Other Weapon.
- D.** Physical assault /Physical Violence.
- E.** Smoking, dipping, use of drugs/alcohol, or possession of related products.
- F.** Theft/Vandalism of school or personal private property.
- G.** Arson/Unlawful and intentional damage real or personal property by fire.
- H.** Sexual Harassment.

CONSEQUENCE:

Minimum of 10 days' suspension pending tribunal unless another penalty is given at the discretion of the administrator according to the policy listed above, including, but not limited to an automatic suspension of bus riding privileges for the remainder of the school year.

BROUGHT BACK to SCHOOL

If the student is returned to school when no one is home to get him/her off the bus, the following **Consequences** will occur:

First Offense--Meet with Parent and present letter with Consequences for them to sign.

Second Offense--Student suspended from the bus for three (3) days.

Third Offense--Student suspended from the bus for five (5) days.

Fourth Offense--Student suspended from the bus for eight (8) days.

Fifth Offense--Student suspended for the Remainder of the Year.

*****No student shall be allowed to ride any school bus if the student's riding privileges have been suspended. If the school year ends and the student has not served his/her entire bus suspension, then the student shall finish the bus suspension at the beginning of the next school year. *Restitution for damaging bus seats and/or property is required (up to \$75.00).**

CELL PHONE POLICY

Please refer to the School Board policy – POSSESSION/USE OF ELECTRONIC DEVICES BY STUDENTS in the Sumter County Schools Student Code of Conduct manual regarding cell phones and other electronic devices. The school will not be held responsible for lost or damaged student cell phones.

Cell Phone Policy

- 1) Cell phones are not to be used during the school day. If a cell phone is seen or heard, it will be confiscated, and ABE points will be deducted. The guidelines for cell phone violations are as follows:

1ST Offense Student must pay \$6.00 at end of day (or the following day if it is taken up after 11:00 A.M.)

2ND Offense Student must pay \$7.00 after phone is kept for a week.

3RD Offense Student must pay \$10.00 after phone is kept for two (2) weeks.

After 3rd Offense - Discipline will be at the discretion of the administrators.

A parent or guardian may come to the school between 3:15 p.m. and 4:00 p.m. to pick up cell phones without paying, but the holding time of phone remains as above.

- 2) If a student refuses to give a cell phone to a teacher, teacher may write the student up on a discipline referral. Administrator may assign up to five (5) days in In-School Suspension (ISS) for non-compliance as well as ABE interventions will be put in place. **Administrator will then take up the cell phone and it will be held for one (1) month.**

ADMINISTRATIVE PROCEDURE

Sumter County Board of Education Approved: 4/13/2017

SUMTER COUNTY BOARD OF EDUCATION – 100 LEARNING LANE – AMERICUS, GEORGIA 31719 -229-931-8500

The Sumter County School System does not discriminate on the basis of race, color, national origin, sex, age or handicap in any educational program/activities or in employment practices

SECTION IV: POLICIES & DOCUMENTS

ATTENDANCE (ABSENCES AND EXCUSES) Board Policy JBD

A student shall not be absent from school or from any class or other required school hours except for illness or other providential cause, unless with written permission of the teacher, principal, or their duly authorized school official. No student shall encourage, urge or counsel other students to violate this policy.

As permitted under state law and State Board of Education policies, students may be excused for the following reasons:

- ~Personally ill and when attendance in school would endanger their health or the health of others;
- ~A serious illness or death in their immediate family necessitates absence from school;
- ~Mandated by order of governmental agencies, including pre-induction physical examinations for service in the armed forces, or by a court order;
- ~Celebrating religious holidays;
- ~Conditions render attendance impossible or hazardous to their health or safety;
- ~Registering to vote or voting, for a period not to exceed one day; and,

A student whose parent or legal guardian is in military service in the U. S. armed forces or National Guard, and such parent has been called to duty for or is on leave from overseas deployment to a combat zone or combat support posting will be granted up to 5 days of excused absences per school year to visit with his or her parent prior to the parent's deployment or during the parent's leave.

Students shall be counted present under the following circumstances:

- ~When they are in attendance at least one half of the instructional day;
- ~When serving as pages in the Georgia General Assembly;

- ~Students in foster care shall be counted present when attending court proceedings relating to their foster care; and,
- ~If a Student Teen Election Participant (STEP) Program is established by the Superintendent and the local election superintendent, eligible students shall be counted present for up to two days per school year while volunteering as poll officers during elections.

Excuses for absences shall be furnished in writing, shall be signed by the student's parent or guardian and shall specifically state the reasons for the absence. Excuses shall be dated and brought to the homeroom teacher within five days after the student's absence. All excuses will be evaluated by the principal or a designee to determine if the absence is excused or unexcused. Students shall be permitted to make up work when absences are excused. Work missed due to unexcused absences may be made up at the discretion of the principal or his or her designee. After five (5) days no excuse is valid. Work missed due to out of school suspensions may not be made up. All makeup work must be completed within five (5) days of the student's return to school.

The Superintendent has the authority to affect the procedures and rules to carry out this policy.

ATTENDANCE LAW

Georgia Code - 20-2-150

(a) Except as otherwise provided by subsection (b) of this Code section, all children and youth who have attained the age of five years by September 1st shall be eligible for enrollment in the appropriate general education programs authorized in this part unless they attain the age of 20 by September 1st or they have received high school diplomas or the equivalent. This shall specifically include students who have reenrolled after dropping out and who are married, parents, or pregnant. Special education students shall also be eligible for enrollment in appropriate education programs through age 21 or until they receive high school or special education diplomas or the equivalent; provided, however, they were enrolled during the preceding school year and had an approved Individualized Education Program (IEP) which indicated that a successive year of enrollment was needed. Other students who have not yet attained age 21 by September 1st or received high school diplomas or the equivalent shall be eligible for enrollment in appropriate education programs, provided they have not dropped out of school for one quarter or more. Each local unit of administration shall have the authority to assign students who are married, parents, or pregnant or who have reenrolled after dropping out one quarter or more to programs of instruction within its regular daytime educational program, provided that a local unit of administration may develop and implement special programs of instruction limited to such students within the regular daytime educational program or, at the option of the student, in an alternative program beyond the regular daytime program; provided, further, that such programs of instruction are designed to enable such students to earn course credit toward receiving high school diplomas. These programs may include instruction in prenatal care and child care. Each local unit of administration shall have the authority to provide alternative programs beyond the regular daytime educational program. Unless otherwise provided by law, the State Board of Education shall have the authority to determine the eligibility of students for enrollment. It is declared to be the policy of this state that general and occupational education be integrated into a comprehensive educational program which will contribute to the total development of the individual.

(b) A child who was a legal resident of one or more other states for a period of two years immediately prior to moving to this state and who was legally enrolled in a public kindergarten or first grade, or a kindergarten or first grade accredited by a state or regional association, shall be eligible for enrollment in the appropriate general or special education programs authorized in this part if such child will attain the age of five for kindergarten or six for first grade by December 31st and is otherwise qualified.

(c) All children enrolled for 20 school days or more in the public schools of this state prior to their seventh birthday shall become subject to all of the provisions of this article, the provisions of Code Sections 20-2-690 through 20-2-702,

and the rules and regulations of the State Board of Education relating to compulsory school attendance even though they have not attained seven years of age.

(d) No child or youth shall be admitted to any public school of the state until the parent or guardian provides to the proper school authorities an official copy of that child's social security number which shall be incorporated into the official school records pertaining to that child or youth. Each local unit of administration shall establish and implement a plan for providing the public appropriate notice of the information required of every student under its jurisdiction prior to the beginning of each school year. School authorities may provisionally admit a child for whom an official social security number has not been provided if the parent or guardian completes a postage-paid application for a social security number at the time of enrollment. A parent or guardian who objects to the incorporation of the social security number into the school records of a child may have the requirement waived by signing a statement objecting to the requirement.

Reference

<http://statutes.laws.com/georgia/title-20/chapter-2/article-6/part-3/20-2-150>

CHILD ABUSE OR NEGLECT (POLICY JGI)

All employees of the Sumter County Board of Education, as well as persons who attend to a child pursuant to their duties as a volunteer for the school system, who have reason or cause to believe that suspected child abuse has occurred shall notify the principal or the school system's designee, who shall report such abuse immediately, but in no case later than 24 hours from the time there is reasonable cause to believe that suspected child abuse has occurred, in accordance with Georgia law and the protocol for handling child abuse cases for Sumter County, Georgia.

Under no circumstances shall the principal or designee to whom a report of child abuse has been made exercise any control, restraint, modification or make other change to the information provided by a mandated reporter, although the reporter may be consulted prior to the making of a report and may provide any additional, relevant and necessary information when making the report.

CODE OF ETHICS

Effective April 15, 2021

505-6-.01 THE CODE OF ETHICS FOR EDUCATORS

(1)Introduction. The Code of Ethics for Educators defines the professional behavior of educators in Georgia and serves as a guide to ethical conduct. The Georgia Professional Standards Commission has adopted standards that represent the conduct generally accepted by the education profession. The code defines unethical conduct justifying disciplinary sanction and provides guidance for protecting the health, safety and general welfare of students and educators, and assuring the citizens of Georgia a degree of accountability within the education profession.

(2)Definitions

(a) "Certificate" refers to any teaching, service, or leadership certificate, license, or permit issued by authority of the Georgia Professional Standards Commission.

(b) "Child endangerment" occurs when an educator disregards a substantial and/or unjustifiable risk of bodily harm to the student.

(c) "Educator" is a teacher, school or school system administrator, or other education personnel who holds a certificate issued by the Georgia Professional Standards Commission and persons who have applied for but have not yet received a certificate. For the purposes of the Code of Ethics for Educators, "educator" also refers to paraprofessionals, aides, and substitute teachers.

(d) “Student” is any individual enrolled in the state’s public or private schools from preschool through grade 12 or any individual between and including the ages of 3 and 17 under the age of 18. For the purposes of the Code of Ethics and Standards of Professional Conduct for Educators, the enrollment period for a graduating student ends on August 31 of the year of graduation.

(e) “Complaint” is any written and signed statement from a local board, the state board, or one or more individual residents of this state filed with the Georgia Professional Standards Commission alleging that an educator has breached one or more of the standards in the Code of Ethics for Educators. A “complaint” will be deemed a request to investigate.

(f) “Revocation” is the invalidation of any certificate held by the educator.

(g) “Denial” is the refusal to grant initial certification to an applicant for a certificate.

(h) “Suspension” is the temporary invalidation of any certificate for a period of time specified by the Georgia Professional Standards Commission.

(i) “Reprimand” admonishes the certificate holder for his or her conduct. The reprimand cautions that further unethical conduct will lead to a more severe action.

(j) “Warning” warns the certificate holder that his or her conduct is unethical. The warning cautions that further unethical conduct will lead to a more severe action.

(k) “Monitoring” is the quarterly appraisal of the educator’s conduct by the Georgia Professional Standards Commission through contact with the educator and his or her employer. As a condition of monitoring, an educator may be required to submit a criminal background check (GCIC). The Commission specifies the length of the monitoring period.

(l) “No Probable Cause” is a determination by the Georgia Professional Standards Commission that, after a preliminary investigation, either no further action need be taken or no cause exists to recommend disciplinary action.

(3) Standards

(a) Standard 1: Legal Compliance - An educator shall abide by federal, state, and local laws and statutes. Unethical conduct includes but is not limited to the Commission or conviction of a felony or of any crime involving moral turpitude; of any other criminal offense involving the manufacture, distribution, trafficking, sale, or possession of a controlled substance or marijuana as provided for in Chapter 13 of Title 16; or of any other sexual offense as provided for in Code Section 16-6-1 through 16-6-17, 16-6-20, 16-6-22.2, or 16-12-100; or any other laws applicable to the profession. As used herein, conviction includes a finding or verdict of guilty, or a plea of nolo contendere, regardless of whether an appeal of the conviction has been sought; a situation where first offender treatment without adjudication of guilt pursuant to the charge was granted; and a situation where an adjudication of guilt or sentence was otherwise withheld or not entered on the charge or the charge was otherwise disposed of in a similar manner in any jurisdiction.

(b) Standard 2: Conduct with Students - An educator shall always maintain a professional relationship with all students, both in and outside the classroom. Unethical conduct includes but is not limited to:

1. committing any act of child abuse, including physical and verbal abuse;
2. committing any act of cruelty to children or any act of child endangerment;
3. committing any sexual act with a student or soliciting such from a student;
4. engaging in or permitting harassment of or misconduct toward a student that would violate a state or federal law;

5. soliciting, encouraging, or consummating an inappropriate written, verbal, electronic, or physical relationship with a student;
6. furnishing tobacco, alcohol, or illegal/unauthorized drugs to any student; or
7. failing to prevent the use of alcohol or illegal or unauthorized drugs by students who are under the educator's supervision (including but not limited to at the educator's residence or any other private setting).

(c) Standard 3: Alcohol or Drugs - An educator shall refrain from the use of alcohol or illegal or unauthorized drugs during the course of professional practice. Unethical conduct includes but is not limited to:

1. being on school or Local Unit of Administration (LUA)/school district premises or at a school or a LUA/school district-related activity while under the influence of, possessing, using, or consuming illegal or unauthorized drugs; and
2. being on school or LUA/school district premises or at a school-related activity involving students while under the influence of, possessing, or consuming alcohol. A school-related activity includes, but is not limited to, any activity sponsored by the school or school system (booster clubs, parent-teacher organizations, or any activity designed to enhance the school curriculum i.e. Foreign Language trips, etc.).

(i) For the purpose of this standard, an educator shall be considered "under the influence" if the educator exhibits one or more of the following indicators, including but not limited to: slurred speech, enlarged pupils, bloodshot eyes, general personality changes, lack of physical coordination, poor motor skills, memory problems, concentration problems, etc.

(d) Standard 4: Honesty - An educator shall exemplify honesty and integrity in the course of professional practice. Unethical conduct includes but is not limited to, falsifying, misrepresenting or omitting:

1. professional qualifications, criminal history, college or staff development credit and/or degrees, academic award, and employment history;
2. information submitted to federal, state, local school districts and other governmental agencies;
3. information regarding the evaluation of students and/or personnel;
4. reasons for absences or leaves;
5. information submitted in the course of an official inquiry/investigation; and
6. information submitted in the course of professional practice.

(e) Standard 5: Public Funds and Property - An educator entrusted with public funds and property shall honor that trust with a high level of honesty, accuracy, and responsibility. Unethical conduct includes but is not limited to:

1. misusing public or school-related funds;
2. failing to account for funds collected from students or parents;
3. submitting fraudulent requests or documentation for reimbursement of expenses or for pay (including fraudulent or purchased degrees, documents, or coursework);
4. co-mingling public or school-related funds with personal funds or checking accounts; and
5. using school or school district property without the approval of the local board of education/governing board or authorized designee.

(f) Standard 6: Remunerative Conduct - An educator shall maintain integrity with students, colleagues, parents, patrons, or businesses when accepting gifts, gratuities, favors, and additional compensation. Unethical conduct includes but is not limited to:

1. soliciting students or parents of students, or school and/or LUA/school district personnel, to purchase equipment, supplies, or services from the educator or to participate in activities that financially benefit the educator unless approved by the local board of education/governing board or authorized designee;
2. accepting gifts from vendors or potential vendors for personal use or gain where there may be the appearance of a conflict of interest;

3. tutoring students assigned to the educator for remuneration unless approved by the local board of education/governing board or authorized designee; and
4. coaching, instructing, promoting athletic camps, summer leagues, etc. that involves students in an educator's school system and from whom the educator receives remuneration unless approved by the local board of education/governing board or authorized designee. These types of activities must be in compliance with all rules and regulations of the Georgia High School Association.

(g) Standard 7: Confidential Information - An educator shall comply with state and federal laws and state school board policies relating to the confidentiality of student and personnel records, standardized test material and other information. Unethical conduct includes but is not limited to:

1. sharing of confidential information concerning student academic and disciplinary records, health and medical information, family status and/or income, and assessment/testing results unless disclosure is required or permitted by law;
2. sharing of confidential information restricted by state or federal law;
3. violation of confidentiality agreements related to standardized testing including copying or teaching identified test items, publishing or distributing test items or answers, discussing test items, violating local school system or state directions for the use of tests or test items, etc.; and
4. violation of other confidentiality agreements required by state or local policy.

(h) Standard 8: Required Reports - An educator shall file reports of a breach of one or more of the standards in the Code of Ethics for Educators, child abuse (O.C.G.A. §19-7-5), or any other required report. Unethical conduct includes but is not limited to:

1. failure to report all requested information on documents required by the Commission when applying for or renewing any certificate with the Commission;
2. failure to make a required report of a violation of one or more standards of the Code of Ethics for educators of which they have personal knowledge as soon as possible but no later than ninety (90) days from the date the educator became aware of an alleged breach unless the law or local procedures require reporting sooner; and
3. failure to make a required report of any violation of state or federal law soon as possible but no later than ninety (90) days from the date the educator became aware of an alleged breach unless the law or local procedures require reporting sooner. These reports include but are not limited to: murder, voluntary manslaughter, aggravated assault, aggravated battery, kidnapping, any sexual offense, any sexual exploitation of a minor, any offense involving a controlled substance and any abuse of a child if an educator has reasonable cause to believe that a child has been abused.

(i) Standard 9: Professional Conduct - An educator shall demonstrate conduct that follows generally recognized professional standards and preserves the dignity and integrity of the education profession. Unethical conduct includes but is not limited to any conduct that impairs and/or diminishes the certificate holder's ability to function professionally in his or her employment position, or behavior or conduct that is detrimental to the health, welfare, discipline, or morals of students.

(j) Standard 10: Testing - An educator shall administer state-mandated assessments fairly and ethically. Unethical conduct includes but is not limited to:

1. committing any act that breaches Test Security; and
2. compromising the integrity of the assessment.

(4) Reporting

(a) Educators are required to report a breach of one or more of the Standards in the Code of Ethics for Educators as soon as possible but no later than ninety (90) days from the date the educator became aware of an alleged breach unless the law or local procedures require reporting sooner. Educators should be aware of legal requirements and local policies and procedures for reporting unethical conduct. Complaints filed with the Georgia Professional Standards Commission must be in writing and must be signed by the complainant (parent, educator, or other LUA/school

district employee, etc.).

(b) The Commission notifies local and state officials of all disciplinary actions. In addition, suspensions and revocations are reported to national officials, including the NASDTEC Clearinghouse.

(5) Disciplinary Action

(a) The Georgia Professional Standards Commission is authorized to suspend, revoke, or deny certificates, to issue a reprimand or warning, or to monitor the educator's conduct and performance after an investigation is held and notice and opportunity for a hearing are provided to the certificate holder. Any of the following grounds shall be considered cause for disciplinary action against the holder of a certificate:

1. unethical conduct as outlined in The Code of Ethics for Educators, Standards 1-11 (GaPSC Rule 505-6-.01);
2. disciplinary action against a certificate in another state on grounds consistent with those specified in the Code of Ethics for Educators, Standards 1-11 (GaPSC Rule 505-6-.01);
3. order from a court of competent jurisdiction or a request from the Department of Human Resources that the certificate should be suspended or the application for certification should be denied for non-payment of child support (O.C.G.A. §19-6-28.1 and §19-11-9.3);
4. notification from the Georgia Higher Education Assistance Corporation that the educator is in default and not in satisfactory repayment status on a student loan guaranteed by the Georgia Higher Education Assistance Corporation (O.C.G.A. §20-3-295);
5. suspension or revocation of any professional license or certificate;
6. violation of any other laws and rules applicable to the profession (O.C.G.A. §16-13-111); and
7. any other good and sufficient cause that renders an educator unfit for employment as an educator.

(b) An individual whose certificate has been revoked, denied, or suspended may not serve as a volunteer or be employed as an educator, paraprofessional, aide, substitute teacher or in any other position during the period of his or her revocation, suspension or denial for a violation of The Code of Ethics. The superintendent and the educator designated by the superintendent/Local Board of Education shall be responsible for assuring that an individual whose certificate has been revoked, denied, or suspended is not employed or serving in any capacity in their district. Both the superintendent and the superintendent's designee must hold GaPSC certification. Should the superintendent's certificate be revoked, suspended, or denied, the Board of Education shall be responsible for assuring that the superintendent whose certificate has been revoked, suspended, or denied is not employed or serving in any capacity in their district.

Authority O.C.G.A. § 20-2-200; 20-2-981 through 20-2-984.5

Moral Turpitude

It has been stated that the term "moral turpitude" is so clear that there is no duty on the trial judge to define it in the absence of a request. The term has been defined in Georgia as follows:

"Turpitude in its ordinary sense involves the idea of inherent baseness or vileness, shameful wickedness, depravity with respect to a person's duty to another or to society in general. In its legal sense it includes everything contrary to justice, honesty, modesty or good morals." "All crimes of falsehood or crimes of deceit involve turpitude; but it is not safe to declare that such crimes are the only ones involving turpitude. In *Ramsey v. State*, the court said that a crime involving moral turpitude is one that is wrong in itself rather than wrong because it is prohibited by law. In Georgia, the test for whether a felony is one involving moral turpitude is "does the [crime], disregarding its felony punishment, meet the test as being contrary to justice, honesty, modesty, good morals or man's duty to man?"

It has been held that the following offenses are crimes involving moral turpitude:

- Fraud or false pretenses in obtaining something of value
- Larceny or a misdemeanor theft by taking

- Larceny after trust
- Murder
- Soliciting for prostitutes
- Voluntary manslaughter
- Sale of narcotics or other illegal drugs
- Pattern of failure to file federal tax returns in years in which taxes are due
- Criminal Issuance of a bad check
- Making a false report of a crime

The following have been held to be offenses which are *not* crimes involving moral turpitude:

- Public drunkenness
- Driving under the influence
- Carrying a concealed weapon
- Unlawful sale of liquor
- Fighting
- Simple Battery
- Simple Assault
- Misdemeanor criminal trespass
- Child abandonment
- Misdemeanor offense of escape
- Misdemeanor offense of obstructing a law enforcement officer
- The federal misdemeanor offense of Conspiracy in Restraint of Interstate Trade and Commerce
- Possession of less than one ounce of marijuana

[This is taken from *Handbook of Criminal Evidence* by Davis, 2000 edition.]

DRUG-FREE WORKPLACE (POLICY: GAMA)

The Board of Education declares that the manufacture, distribution, sale or possession of controlled substances, marijuana and other dangerous drugs in an unlawful manner or being at work under the influence of alcohol, controlled substances, marijuana or other dangerous drugs is a serious threat to the public health, safety and welfare. With this in mind, the Board declares that its work force must be absolutely free of any person who would knowingly manufacture, distribute, sell or possess a controlled substance, marijuana or a dangerous drug in an unlawful manner. This prohibition specifically includes, but is not limited to, the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance or alcohol in the employee's workplace. This prohibition also includes, but is not limited to, an employee being under the influence of alcohol or controlled substances while on duty.

Any employee who is convicted for the first time, under the laws of this state, the United States, or any other state, of any criminal offense involving the manufacture, distribution, sale or possession of a controlled substance, marijuana or a dangerous drug shall be subject to disciplinary action. At a minimum, such an employee shall be suspended for a period of not less than two months and shall be required to complete, at his or her own expense, a drug abuse treatment and education program licensed under Chapter 5 of Title 26 of the Official Code of Georgia and approved by the board. At a maximum, such an employee may be terminated from system. Any employee who is time under the laws of this state, the any criminal offense involving the possession of a controlled substance, be terminated from his or her for employment for a period of five years from the most recent date of conviction.



If, prior to an arrest for an offense involving a controlled substance, marijuana or a dangerous drug, an employee notifies the Superintendent or the Superintendent's designee that the employee illegally uses a controlled substance, marijuana or a dangerous drug and is receiving or agrees to receive treatment under a drug abuse treatment and education program licensed under Chapter 5 of Title 26 of the Official Code of Georgia and approved by the Board, the employee shall be entitled to maintain his or her employment for up to one year as long as the employee follows the treatment plan. During this period, the employee shall not be separated from employment solely on the basis of the employee's drug dependence, but the employee's work activities may be restructured if practicable to protect persons or property. No statement made by an employee to the Superintendent or the Superintendent's designee in order to comply with this code section shall be admissible in any civil, administrative or criminal proceeding as evidence against the public employee. The rights granted by this policy shall be available to an employee only once during a five year period and are intended to be and shall be interpreted as being the same as those minimum rights granted pursuant to the Georgia Drug-Free Work Force Act and any subsequent amendments thereof.

As a condition of employment, each employee must abide by the terms of this policy and must notify the Board within five days after any arrest on any drug-related criminal charge and further notify the Board within five days of any conviction of a drug-related offense.

A copy of this policy shall be disseminated to all employees either directly or through employee handbooks.

The Board of Education shall not consider for employment any applicant who has been convicted for the first time of any drug offense as described above for a three month period from the date of conviction nor shall the Board of Education consider any applicant for employment who has been convicted for the second time of any drug offense as described above for a five year period from the most recent date of conviction.

For purposes of this policy, "conviction" refers to any final conviction in a court of competent jurisdiction, specifically including acceptance of a plea of guilty, nolo contendere, or any plea entered under the First Offenders Act of Georgia or any comparable state or federal legislation.

No certified employee or employee with a contract for a definite term shall be subject to suspension or termination pursuant to this policy except in compliance with the provisions of the Fair Dismissal Act of Georgia, Official Code of Georgia Annotated §§ 20-2-940 through 947. This policy is not intended and shall not be interpreted as prohibiting the school system from taking appropriate disciplinary action against any employee where there exists evidence that an employee uses, distributes or sells illegal drugs even though the employee has not been convicted of any criminal offense or where there exists evidence that an employee is under the influence of alcohol while on duty, except that the school system may not use the statement of any employee to the Superintendent requesting treatment as described in this policy.

The school district shall provide such staff development as required by state or federal law to inform employees of the dangers of drug abuse, the availability of employee assistance and drug counseling and treatment and the terms of this policy.

EMPLOYEE LEAVES AND ABSENCES (POLICY GARH)

This policy shall apply to all employees of the Sumter County Board of Education.

Accrual of Sick Leave and Absence for Medical and Related Reasons

Employees will be entitled to annual sick leave with pay to be accrued at the rate of one and one-quarter days for each completed working month. All unused sick leave shall be accumulated from one school year to the next up to a maximum of forty-five (45) days. Certified employees and bus drivers are entitled to transfer up to forty-five (45) days of accumulated leave from one school system in the state of Georgia to another. If an employee needs to utilize unearned sick leave, advance leave may be granted. The advance leave shall not exceed the number of days the employee would accumulate through the end of the school year. If an employee fails for any reason to complete a school year, sick leave used but not yet earned will be deducted from the employee's final check.

The leave provided for under this policy is available only for personal illness, injury or exposure to contagious diseases, or for absences necessitated by illness or death in the employee's immediate family.

For any absence in which sick leave is used, the Superintendent shall have the right to require a physician's certificate

stating that the employee is ill and is unable to perform his or her duties.

For the purposes of this policy, members of the immediate family are defined as spouse, children, father, mother, brother, sister, grandparents, or in-law equivalents of the above or other relatives living in the household.

Personal and Professional Leave

Three (3) days of any accumulated sick leave may be utilized during each school year for personal or professional reasons provided prior approval of the absence is given by the Superintendent or authorized representative and provided the presence of the employee requesting absence is not essential for effective school operation. **Personal and professional leave will not be granted during in-service days or on the day before or day after holidays.** Emergency requests for personal and professional leave may be granted at the discretion of the Superintendent or his or her authorized representative.

Employees are not required to disclose the purpose for which such absence is sought but may be required to state whether the absence is for “personal” or “professional” reasons.

Observance of Religious Holidays

Employees may use personal and professional leave for the observance of recognized religious holidays. If an employee desires to take leave for the observance of recognized religious holidays in excess of the days allowed for personal or professional leave, the employee may take unpaid leave for such purposes provided that such leave is not excessive and does not interfere with fulfilling the obligations of his or her job.

Jury and Witness Leave

Each person employed by the Sumter County School System shall be allowed leave with pay for the purposes of serving as a juror in any court or when subpoenaed to testify in a case arising out of the individual’s duties as an employee. Jury and/or witness leave shall not be deducted from an individual’s accumulated personal, professional, or sick leave. No employee utilizing jury or witness leave shall be required to pay the cost of employing a substitute teacher to serve during his or her absence for jury or witness leave. Employees who serve on juries or who are subpoenaed to testify in cases arising out of their duties as employees must remit to the Board of Education any jury/witness pay they receive.

Military Leave

All employees of the Board of Education are entitled to paid leave not to exceed eighteen days in any one federal fiscal year for the purpose of complying with ordered military duty with the armed forces of the United States or State of Georgia, including duty as a voluntary member of the National Guard or any reserve component of the United States or State of Georgia. In the event the Governor declares an emergency that results in an employee being ordered to military duty as a member of the National Guard, the employee is entitled to leave not exceeding thirty days in any one federal fiscal year. Employees who have military commitments shall inform the Superintendent or designee annually and shall cooperate to the extent possible in scheduling such leave so as to minimize the disruption in those employees' duties and the mission of the Board of Education.

FEDERAL STATUTES AND REGULATIONS

Compliance with Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, The Rehabilitation Act of 1973, The Americans With Disabilities Act, The Family Educational Rights and Privacy Act, The Hatch Amendment, and the Vocational Education Guidelines

It is the intent of the Sumter County School District to comply with the above referenced federal statutes and regulations adopted pursuant thereto, in terms of employment, programs and other related activities in the school district. Part of our compliance effort is to periodically apprise employees, parents and students of the existence of these statutes and regulations, and our intent to carry out the mandates thereof.

Coverage

The final regulations cover all operations of the Sumter County School District with the exception that the Vocational Education Guidelines cover vocational programs only.

Treatment

All schools must treat students and employees without discrimination on the basis of race, sex, color, national origin, religion, age, or disability. The regulations cover the following areas:

Access to and participation in course offerings and extracurricular activities, including campus organizations and competitive athletics.

Eligibility for and receipt or enjoyment of benefits and services.

Use of facilities.

A recipient school district may not participate with single-sex organizations other than the following: Boy Scouts; Girl Scouts; YWCA; YMCA; and certain voluntary youth services organizations that meet the provisions of Title IX.

Health Education

Classes in health education may not be offered separately on the basis of sex except that separate sessions for boys and girls are permissible during times when materials and discussion deal exclusively with human sexuality.

Physical Education

Sex segregated physical education classes are prohibited. The regulations allow separation by sex within physical education classes during competition in wrestling, boxing, basketball, football, and other sports involving bodily contact.

Athletics

Where selection is based on competitive skill or the activity involved is a contact sport, athletics may be provided through separate teams for males and females, or through a single team open to both sexes. If separate teams are offered, they must provide equal opportunity—comparable facilities, equipment, etc.—but equal aggregate expenditures are not required.

Organizations

The school district may not provide significant assistance, in connection with its education program or activity, to any organization, agency, or person which discriminates on the basis of race, sex, color, national origin, religion, age or disability.

Counseling Materials

Counseling materials developed and disseminated in keeping with these regulations must exclude references which portray biases toward race, sex, color, national origin, age, religion or disability.

Employment

The regulations apply to nondiscriminatory policies and practices including both full-time and part-time employment and students. Specifically the regulations cover:

- ✓ Employment criteria
- ✓ Recruitment
- ✓ Compensation
- ✓ Job classification and structure
- ✓ Fringe benefits
- ✓ Marital or parental status
- ✓ Effect of state or local law or other requirements
- ✓ Advertising
- ✓ Pre-employment inquiries

Employment coverage generally follows the policies of the Equal Employment Opportunity Commission.

Student Records

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age (“eligible students”) certain rights with respect to the student’s education records. They are:

The right to inspect and review the student’s education records within 45 days of the day the district receives a request for access. Parents or eligible students should submit to the school principal [or appropriate school official] a written

request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

The right to request the amendment of the student's education records that the parent or eligible student believes is inaccurate or misleading. Parents or eligible students may ask the Sumter County School District to amend a record that they believe is inaccurate or misleading. They should write the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the district decides not to amend the record as requested by the parent or eligible student, the district will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the district as an administrator, supervisor, instructor or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the school board; a person or company with whom the district has contracted to perform a special task, (such as an attorney, auditor, medical consultant, or therapist); or parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

The right to file a complaint with the U.S. Department of Education concerning alleged failures by the district to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
600 Independence Ave, SW.
Washington, DC 20202-4605

The school district has designated the following types of personally identifiable information about students as "Directory Information." Directory information may be released by the school district without the consent of a parent or student.

Student's name, address, and telephone listing;
Date and place of birth;
Dates of attendance;
Participation in officially recognized activities and sports;
Weight and height of members of athletic teams;
Diploma awarded.

A parent or eligible student who desires that the school district not release any or all of the directory information about a student must notify the school district to that effect in writing addressed to Sumter County School District, Attention: Director of Human Resources, 100 Learning Lane, Americus, Georgia 31719 no later than 30 days after the first day of school.

Research

All instructional materials, including teachers' manuals, films, tapes, or other supplementary material which will be used in connection with any survey, analysis or evaluation conducted by or for the school district, shall be available for inspection by the parents or guardians of the students involved in the survey, analysis or evaluation.

No student shall be required to submit to a survey, analysis or evaluation which reveals any of the following information without prior consent of the student (if an adult or an emancipated minor) or of the student's parent or guardian:

Information concerning political affiliations, mental and psychological problems potentially embarrassing to students or their families, sexual behavior and attitudes, illegal, anti-social, self-incriminating and demeaning behavior, critical

appraisals of other individuals with whom students have close family relationships, legally recognized privileges and analogous relationships such as those with lawyers, physicians and ministers, or income (other than that required by law) to receive eligibility for participation in a program or for receiving financial assistance under such program.

Compliance

The Director of Human Resources has been named to coordinate the school district's activities in complying with all regulations and purposes cited above.

Grievances

If employees or students think that they have been discriminated against because of their sex, race, color, national origin, age, religion, or disability, they should contact:

Director of Human Resources
Federal Regulations Compliance Officer
Sumter County School District
100 Learning Lane
Americus, Georgia 31719
(229) 931-8500

OR

The Office of Civil Rights
U.S. Department of Education
101 Marietta Towers
Atlanta, GA 30323
(404) 221-2352

Public Notice

Prior to the beginning of each school year, each school system must provide public notice to advise students, parents, employees, and the general public that all technical and vocational programs will be offered without regard to race, color, national origin, sex, or handicap. The notice must include the name, office address, and telephone number of the person designated to coordinate Title VI, Title IX, and Section 504/ADA.

Discriminatory Disclosure

Federal law prohibits discrimination on the basis of race, color, or national origin (Title VI of the Civil Rights Act of 1964); sex (Title IX of the Educational Amendments of 1972 and the Perkins Act of 1998); or disability (Section 504 of the Rehabilitation Act of 1973 and Americans with Disabilities Act of 1990) in educational programs or activities receiving federal financial assistance. Students, parents, employees and the general public are hereby notified that the Board of Education does not discriminate in any educational programs or activities or in employment policies.

The following individuals have been designated as the employees responsible for coordinating the school system's effort to implement this nondiscriminatory policy:

Title VI
Gayla Braziel
Sumter County BOE
100 Learning Lane
Americus, GA 31719
229-931-8500

Title IX
Walter Knighton
Sumter County BOE
100 Learning Lane
Americus, GA 31719
229-931-8500

Section 504
Special Programs Director
Sumter County BOE
100 Learning Lane
Americus, GA 31719
229-931-8500

HARASSMENT

It is the policy of this School District to prohibit any act of harassment of employees by other employees based upon race, color, national origin, sex, religion, age or disability at all times and during all occasions while at school, in the workplace or at any school event or activity. Any such act shall result in prompt and appropriate discipline, including the possible termination of employment.

Sexual harassment may include conduct or speech which entails unwelcome sexual advances, requests for sexual favors, taunts, threats, comments of a vulgar or demeaning nature, demands or physical contact which creates a hostile environment. There may be other speech or conduct which employees experience as inappropriate or illegal harassment which should also be reported; harassment can take many forms and it is not possible to itemize every aspect of the harassment forbidden by this policy.

Any employee or applicant for employment who believes he or she has been subjected to harassment or discrimination as prohibited by this policy should promptly report the same to the principal of their school or to the appropriate coordinator designated in policy GAAA, who will implement the board's discriminatory complaints procedures as specified in that policy. Employees will not be subjected to retaliation for reporting such harassment or discrimination.

It is the duty of all employees to promptly report harassment forbidden by this policy. All supervisors will instruct their subordinates as to the content of this policy and, through appropriate professional learning activities, enlighten employees as to the varied forms or expression of prohibited harassment. The principals of all schools shall ensure that employees are informed through handbooks, training materials and verbally that such harassment is strictly forbidden, how it is to be reported and the consequences for violating this policy.

SUMTER COUNTY FEDERAL PROGRAMS COMPLAINT PROCEDURES

Complaint Procedures under the Elementary and Secondary Act of 1965

Section 9304 – General Applicability of State Educational Agency Assurances

Section 9503 – Complaint Process for Participation of Private School Children



A. Grounds for a Complaint

Any individual, organization or agency (“complainant”) may file a complaint with the Sumter County Board of Education (“Department”) if that individual, organization or agency believes and alleges that a local educational agency (“LEA”), the state educational agency (“SEA”), or an agency or consortium of agencies is violating a Federal statute or regulation that applies to a program under the Elementary and Secondary Act of 1965. The complaint must allege a violation that occurred not more than one (1) year prior to the date that the complaint is received, unless a longer period is reasonable because the violation is considered systemic or ongoing.

B. Federal Programs for Which Complaints Can Be Filed

1. Title I, Part A: Improving Basic Programs Operated by Local Educational Agencies
2. Title I, Part B, Subpart 3: Even Start Family Literacy
3. Title I, Part C: Education of Migrant Children
4. Title I, Part D: Prevention and Intervention Programs for Children and Youth Who Are Neglected, Delinquent, or At-Risk
5. Title I, Part F: Comprehensive School Reform
6. Title I, School Improvement Grant 1003(a)
7. Title II, Part A: Teacher and Principal Training and Recruiting Fund
8. Title II, Part D: Enhancing Education through Technology
9. Title III, Part A: English Language Acquisition, Language Enhancement, and Academic Achievement
10. Title IV, Part A, Subpart 1: Safe and Drug Free Schools and Communities
11. Title IV, Part A, Subpart 2: Community Service Grants
12. Title IV, Part B: 21st Century Community Learning Centers
13. Title V, Part A: Innovative Programs
14. Title VI, Part A, Subpart 1, Section 6111: State Assessment Program
15. Title VI, Part A, Subpart 1, Section 6112: Enhanced Assessment Instruments Competitive Grant Program
16. Title VI, Part B, Subpart 2: Rural and Low-Income Schools
17. Title IX, Part E, Subpart 1, Section 9503: Complaint Process for Participation of Private School Children
18. Race To The Top, RT3
19. SIG 1003(g)
20. Title VI, Part B; the McKinney-Vento Act
21. Title X Part C - McKinney-Vento Homeless Education

C. Complaints Originating at the Local Level

As part of its Assurances within NCLB program grant applications and pursuant to Section 9306 of the No Child Left Behind Act, an LEA accepting federal funds also agrees to adopt local written procedures for the receipt and resolution of complaints alleging violations of law in the administration of covered programs. Therefore, for complaints originating at the local level, a complaint should not be filed with the Georgia Department of Education until every effort has been made to resolve the issue through local written complaint procedures. If the complainant has tried to file a complaint at the local level to no avail, the complainant must provide the Georgia Department of Education with written proof of their attempt to resolve the issue at the local level.

D. Filing a Complaint

A complaint must be made in writing and signed by the complainant. The complaint must include the following:

1. A statement that the LEA, SEA, agency or consortium of agencies has violated a requirement of a Federal statute or regulation that applies to an applicable program;
2. The date on which the violation occurred;
3. The facts on which the statement is based and the specific requirement allegedly violated (include citation to the Federal statute or regulation);
4. A list of the names and telephone numbers of individuals who can provide additional information;
5. Whether a complaint has been filed with any other government agency, and if so, which agency;
6. Copies of all applicable documents supporting the complainant’s position; and;
7. The address of the complainant.

The complaint must be addressed to:
 Sumter County Schools
 Director of Federal Programs
 100 Learning Lane
 Americus, GA 31719

Once the complaint is received by the Director of Federal Programs, it will be copied and forwarded to the district Superintendent's office as documentation of complaint being received and investigated.

E. Investigation of Complaint

Within 10 days of receipt of the complaint, the Director of Federal Programs or his or her designee will issue a Letter of Acknowledgement to the complainant that contains the following information:

1. The date the district received the complaint;
2. How the complainant may provide additional information;
3. A statement of the ways in which the district may investigate or address the complaint; and
4. Any other pertinent information.

The Department will have 30 days from receipt of the information or completion of the investigation to issue a Letter of Findings.

Appropriate Department staff will review the information and determine whether:

1. Additional information is needed;
2. An on-site investigation must be conducted;
3. Other measures must be taken to resolve the issues raised in the complaint; or
4. A Letter of Findings can be issued.

If additional information or an investigation is necessary, the Department will have 60 days from receipt of the information or completion of the investigation to issue a Letter of Findings. If the Letter of Findings indicates that a violation has been found, corrective action will be required and timelines for completion will be included. Either the 30-day or the 60-day timelines outlined above may be extended, if exceptional circumstances exist.

The Letter of Findings will be sent directly to the complainant, as well as the other parties involved.

F. Right of Appeal

If an individual, organization or agency is aggrieved by the final decision of the district, that individual, organization or agency has the right to request review of the decision by the Georgia Department of Education.

For complaints filed pursuant to Section 9503 (20 U.S.C. §7883, complaint process for participation of private school children), a complainant may appeal the Department's decision to the United States Secretary of Education no later than 30 days from the date on which the complainant receives the Letter of Findings. The appeal must be accompanied by a copy of the Department's decision and include a complete statement of the reasons supporting the appeal.

****See the Appendix for a Copy of the Complaint Form for Federal Programs under the Elementary and Secondary Act of 1965.**

It is the belief of the Sumter County Board of Education that the use of technology for the purpose of information acquisition and retrieval is an important part of preparing children to live in the 21st century. The Board further believes that a “technology rich” classroom can significantly enhance both the teaching and learning process. This technology includes computer hardware, software, local and wide area networks, and access to the Internet. Due to the complex nature of these systems and the magnitude of information available via the Internet, the Sumter County Board of Education believes guidelines regarding acceptable use are warranted in order to serve the educational needs of students.

It shall be the policy of the Sumter County Board of Education that the school system shall have in continuous operation, with respect to any computers belonging to the school having access to the Internet:

1. A qualifying “technology protection measure,” as that term is defined in Section 1703(b)(1) of the Children’s Internet Protection Act of 2000; and
2. Procedures or guidelines developed by the superintendent, administrators and/or other appropriate personnel which provide for monitoring the online activities of users and the use of the chosen technology protection measure to protect against access through such computers to visual depictions that are (i) obscene, (ii) child pornography, or (iii) harmful to minors, as those terms are defined in Section 1703(b)(1) and (2) of the Children’s Internet Protection Act of 2000. Such procedures or guidelines shall be designed to:
 - a. Provide for monitoring the online activities of users to prevent, to the extent practicable, access by minors to inappropriate matter on the Internet and the World Wide Web;
 - b. Promote the safety and security of minors when using electronic mail, chat rooms, and other forms of direct electronic communications;
 - c. Prevent unauthorized access, including so-called “hacking,” and other unauthorized activities by minors online;
 - d. Prevent the unauthorized disclosure, use and dissemination of personal identification information regarding minors; and
 - e. Restrict minors’ access to materials “harmful to minors,” as that term is defined in Section 1703(b)(2) of the Children’s Internet Protection Act of 2000.

The district’s technology resources are provided for educational purposes that promote and are consistent with the instructional goals of the Sumter County School System. Use of computers and network resources outside the scope of this educational purpose is strictly prohibited. Students and employees accessing network services or any school computer shall comply with the district’s acceptable use guidelines. The district reserves the right to monitor, access, and disclose the contents of any user’s files, activities, or communications. Email accounts are provided to teachers and students as long as they are active in the school system. They will be deleted when their status changes.

It must also be understood that the Internet is a global, fluid community, which remains largely unregulated. While it is an extremely valuable tool for educational research, there are sections that are not commensurate with community, school, or family standards. It is the belief of the Board that the Internet’s advantages far outweigh its disadvantages. The Sumter County Board of Education will, through its administrative staff, provide an Internet screening system which blocks access to a large percentage of inappropriate sites. It should not be assumed, however, that users are completely prevented from accessing inappropriate materials or from sending or receiving objectionable communications.

Additionally, access to the Internet and computer resources is a privilege, not a right. Therefore, users violating the Sumter County Board of Education’s acceptable use policy shall be subject to revocation of these privileges and potential disciplinary action. Contact should be made in writing stating the nature of the grievance and indicating how you may be reached in order to schedule a conference.

SCS’ COMPUTERS & NETWORK RESOURCES EMPLOYEE ACCEPTABLE USE GUIDELINES

Please read the following carefully. Violations of the Acceptable Use Guidelines may cause an employee's access privileges to be revoked, School Board disciplinary action, and/or appropriate legal action may be taken, up to and including employment termination. Additional items that employees need to be aware of:

- A. Staff must be aware that students have access to the Internet from all of the school system's computers. Teachers must use good judgment and closely supervise their student's use of the Internet. The School System uses filtering software to help prevent student access to inappropriate web sites. However, it is impossible to block access to all

objectionable material. If a student decides to behave in an irresponsible manner, they may be able to access sites that contain materials that are inappropriate for children or are not commensurate with community standards of decency. They should not be permitted to access sites unrelated to their assignment and should not be allowed to access games or other sites that could infect the computer with “Spyware.”

- B. Teachers should follow the guidelines below when allowing or directing students to do Internet searches.

Elementary: Students in grades K-5 may visit sites pre-selected by a teacher. Searches may only be done with child-friendly Internet search engines and must be done with teacher supervision. **Middle:** Students in grades 6-8 may only perform unsupervised Internet searches using child-friendly search engines. A search using any other search engine must be conducted with teacher supervision. **High:** If students in grades 9-12 use any

search engines other than a child-friendly search engine, they must use the advanced search page of internet search engines in order to develop more reliable, useful, and relevant search results.

- C. Any individual who is issued a password is required to keep it private and is not permitted to share it with anyone for any reason.
- D. Never allow a student to log in with a staff member's user name and password. They will tell their friends what the password is and they will log in under the teacher name and look at private documents including e-mail and grades.
- E. Be careful when entering your user name and password or changing your password. Students will try to look over your shoulder and steal this information.
- F. Enforce the Acceptable Use Guidelines while supervising students. For example, students should not have access to a command prompt or other software applications not accessible through the student menu. It is the employee's responsibility to notify the administration and the Technology Department of any violation of the Acceptable Use Policy.
- G. Do not allow students to go to computer labs unsupervised (if the school site has labs).
- H. **Treat student user names and passwords with confidentiality. Do not post a list of user names and passwords where all students can see them.**
- I. Users are responsible for the appropriate storage and backup of their data.
- J. The system requires employees to change passwords every 60 days. Some examples of passwords not to use: names of pets, birth date, children's names, street address, school mascots, favorite car, sports team, actor, or movie. Do not record your login or password for your security.
- K. **Short-term substitute teachers are not to take students to the computer lab nor allow students to use the computers in the classrooms. (Long term substitute teachers may be qualified to use computers/labs after they receive appropriate orientation including review of the Acceptable Use Policy.)**
- L. **Email accounts are provided to employees for professional purposes.** Email accounts should not be used for personal gain or personal business activities; broadcasting of unsolicited messages is prohibited. Examples of such broadcasts include chain letters, mail bombs, virus hoaxes, SPAM mail (spreading email or postings without good purpose), religious notes, and executable files. These types of email often contain viruses and can cause excessive network traffic or computing load.
- M. **Employees are not permitted to connect or install any computer hardware, components, or software, which are not school system property to or in the district's technology resources without prior approval of the district technology supervisory personnel.**
- N. **Employees are not permitted to use the school's computer hardware or network for any illegal activity such as copying or downloading copyrighted software, music or images, or violation of copyright laws.**
- O. **Employees are not permitted to download, install, or use games, music files, public domain, shareware or any other unauthorized program on any school's computer or computer system.**
- P. Employees must abide by the Sumter County Schools Web Site Posting guidelines when posting any materials to the web.

SCS' COMPUTERS & NETWORK RESOURCES STUDENT ACCEPTABLE USE GUIDELINES

Please read the following carefully. Violations of the Acceptable Use Guidelines may cause a student's access privileges to be revoked, disciplinary action and/or appropriate legal action may be taken.

Any student who utilizes the computer lab(s) or any computer equipment at the school must be aware of certain policies for use of the equipment and/or facilities. Procedures are in place for the protection of students and equipment. Students will be held accountable for any violation of the following policies (as would be the case for any classroom

disciplinary matter). A student and his/her parents will be responsible for damages and will be liable for costs incurred for service or repair.

Students are only allowed to utilize the computers and network to retrieve information and run specific software applications as directed by their teacher. Students are not permitted to explore the configuration of the computer, operating system or network, run programs not on the menu, or attempt to do anything they are not specifically authorized to do.

Students are responsible for ensuring that any diskettes, CDs, memory sticks, USB flash drives, or other forms of storage media that they bring in from outside the school are virus free and do not contain any unauthorized or inappropriate files. Students may not bring personal computers or hand-held computing devices and connect them to the school network or Internet connection (including connecting to wireless access points).

Safety Issues:

1. Any on-line communication should always be at the direction and with the supervision of a teacher.
2. Never provide last name, address, telephone number, or school name online.
3. Never respond to, and always report to the teacher or parent, any messages that make you feel uncomfortable or that are from an unknown origin.
4. Never send a photo of yourself or anyone else.
5. Never arrange a face-to-face meeting with someone you met on-line.
6. Never open attachments or files from unknown senders.
7. Always report to a teacher any inappropriate sites that you observe being accessed by another user or that you browse to accidentally.

Examples of prohibited conduct include but are not limited to the following:

A. Accessing, sending, creating or posting materials or communications that are:

1. Damaging to another person's reputation,
2. Abusive,
3. Obscene,
4. Sexually oriented,
5. Threatening or demeaning to another person,
6. Contrary to the school's policy on harassment,
7. Harassing, or
8. Illegal

B. Using the network for financial gain or advertising.

C. Posting or plagiarizing work created by another person without their consent.

D. Posting anonymous or forging electronic mail messages.

E. Attempting to read, alter, delete, or copy the electronic mail messages of other system users.

F. Giving out personal information such as phone numbers, addresses, driver's license or social security numbers, bankcard or checking account information.

G. Using the school's computer hardware or network for any illegal activity such as copying or downloading copyrighted software, music or images, or violation of copyright laws.

H. Downloading, installing, or using games, music files, public domain, shareware or any other unauthorized program on any school's computer or computer system.

I. Purposely bringing on premises or infecting any school computer or network with a Virus, Trojan, or program designed to damage, alter, destroy or provide access to unauthorized data or information.

J. Gaining access or attempting to access unauthorized or restricted network resources or the data and documents of another person.

K. Using or attempting to use the password or account of another person or utilizing a computer while logged on under another user's account.

L. Using the school's computers or network while access privileges have been suspended.

M. Using the school's computer hardware, network, or Internet link in a manner that is inconsistent with a teacher's directions and generally accepted network etiquette.

N. Altering or attempting to alter the configuration of a computer, network electronics, the operating system, or any of

the software.

- O. Attempting to vandalize, disconnect or disassemble any network or computer component.
- P. Utilizing the computers and network to retrieve information or run software applications not assigned by their teacher or inconsistent with school policy.
- Q. Providing another student with user account information or passwords.
- R. Connecting to or installing any computer hardware, components, or software which are not school system property to or in the district's technology resources without prior approval of the district technology supervisory personnel.
- S. Bringing on premises any disk or storage device that contains a software application or utility that could be used to alter the configuration of the operating system or network equipment, scan or probe the network, or provide access to unauthorized areas or data.
- T. Downloading or accessing via e-mail or file sharing, any software or programs not specifically authorized by Technology personnel.
- U. Bypassing or attempting to circumvent network security, virus protection, network filtering, or policies.
- V. Possessing or accessing information on school property related to "Hacking", or altering, or bypassing network security or policies.
- W. Participating on message boards without teacher direction, or in live chat using but not limited to AIM, Yahoo, or MSN Messenger.
- X. Students should follow the guidelines below when performing Internet searches.

Elementary: Students in grades K-5 may visit sites pre-selected by a teacher. Searches may only be done with child-friendly Internet search engines and must be done with teacher supervision.

Middle: Students in grades 6-8 may only perform unsupervised Internet searches using child-friendly search engines. A search using any other search engine must be conducted with teacher supervision.

High: If students in grades 9-12 use any search engines other than a child-friendly search engine, they must use the advanced search page of internet search engines in order to develop more reliable, useful, and relevant search results.

SCS' COMPUTERS & NETWORK RESOURCES WEBSITE POSTING GUIDELINES

I. Student Information, Work, and Pictures:

- 1. Web pages hosted from Sumter County School District's web server may contain a reference to a student. This includes references to students in photographs or in text.
- 2. The following student information is acceptable to include in conjunction with text or photograph, unless parent(s) request that no information on their child be posted on the school's web page (Parent permission is granted in the Student Handbook). A student's photograph or exemplary classroom projects may be posted, but the school system is careful not to associate a student's full name in such a way that it can be identified with a photograph of a student.

II. On Copyright:

- 1. Unauthorized use of copyrighted material is prohibited. All copyrighted material must be properly cited using standard citation information. Giving credit (web address or active link) to a company or individual (celebrity, for instance) that has created text, a graphic, etc. for a school page may be allowed, assuming the site is not blocked by the web filtering hardware and software.

III. Prohibited Content/Items:

- 1. Personal communications information about staff and parent volunteers: non-district email addresses, non-district mailing address, and non-district phone numbers except as approved by the building principal and the parent volunteer whose information is to be released. Example: PTSO/PTA/Booster Organization officer/contact requests to have their personal email address listed in the appropriate area on the school's page(s) and principal approves the request.
- 2. Student personal contact information of any kind
- 3. Links to staff, volunteers or student's "personal" home pages that are on remote, non- district web servers (not hosted on Sumter County School's equipment)
- 4. Links to "non-official" Sumter County Schools related sites that are hosted on remote, non-district web servers-- Examples: athletic booster pages, PTA pages, etc. This prohibition includes teacher-created classroom pages or online services that may inform parents and visitors of the school district's site or classroom activities. The

school system will provide hosting services for school-related web postings of booster club organizations, PTA groups, teachers, etc. following the same protocol and guidelines presented in this document.

5. Counters: If a school wants a Web page counter on its site, it must be an "invisible" counter. Tracking information on the use of a school's web site and individual sections can be obtained from Coordinator of Online Learning.

IV. Compliance with FCS Acceptable Use Guidelines:

All material posted to the Sumter County Schools website must adhere to all provisions set forth in the Acceptable Use Guidelines. Items from these documents, which are relevant to information posted on the web, are:

No information/materials may be posted that is:

- Damaging to another person's reputation
- Abusive
- Obscene
- Sexually oriented
- Threatening or demeaning to another person's gender or race
- Contrary to the school's policy on harassment
- Harassing
- Illegal

Pages created/information posted on Sumter County Schools web sites:

- MUST NOT use the network for financial gain or advertising
- MUST NOT contain plagiarized work created by another person without his/her consent
- MUST NOT contain personal information such as phone numbers, addresses, driver's license or social security numbers, bank card or checking account information about any student or staff member
- MUST NOT provide any user account information or passwords. If students participate in the creation and/or maintenance of web pages, they MUST be logged onto the network with their own USER IDs and PASSWORDS. Under NO circumstances are students to be given another student's or employee's login information.

V. Educational Appropriate Postings:

Material posted to the school's web site and associated teacher web pages must be educationally sound and appropriate as determined by the school or district administrators.

SCS' EMAIL DISCLAIMER

Sumter County Schools have implemented a series of technology systems that "filter" all incoming email to detect SPAM (junk mail) and those that contain viruses, certain key words, html scripts, or have other attributes that could potentially be unacceptable for student viewing or compromise network security. Our system also uses a Bayesian filter that uses algorithms to identify messages that are probable SPAM. We have set the system to automatically redirect any email identified as SPAM to the junk mail folder.

We have had some emails sent to teachers, administrators and employees of the school system that have been reported as being blocked. We realize the scrutiny we get when email is tagged as SPAM, blocked and subsequently deleted. There are many reasons why an email may be blocked by our system and they have been listed at the bottom of the page.

90% of our received mail is SPAM or SPAM related. While we realize that blocked email is an inconvenience, we have chosen to error on the side of caution due to the possibility of inappropriate content slipping through and being seen by a student peering over a teacher's shoulder. If you have experienced this issue with email communication, we recommend that you check a few items noted below and try again.

1. Are you sure you have the correct address and that you did not mis-key?
2. Does your computer have current virus and spyware protection software installed and working properly?
3. Does your email contain embedded images (some signatures) or have a custom stationary look that utilizes images, sounds, and or other multi-media content?
4. Does your email address contain a correct return email address?
5. Are you trying to send the email as a blind copy?
6. Does your mail provider (or AOL, Hotmail, etc.) append anything to the message that might contain a

phrase which could identify it as Spam?

7. Does your email have advertising in the body, header, or footer? e.g. "Find out more"
8. Does your email contain third party content in the form of html links or links in the header or footers of your email?
9. Does your email contain attached files?
10. Is the problem intermittent with sometimes email being delivered and other times it is not? If so, do you see any pattern, such as messages, go through if you reply to one they sent you or they get blocked when you use an account which has a signature?
11. Did you get any notification indicating the message was undeliverable or didn't go through?

- Virus Filter – Messages identified or suspect for Viruses, Trojans, and e-mail exploits will be deleted.
- DNS Blacklist - There are several servers on the internet that maintain a DNS Blacklist for servers know to distribute Spam or to have open relays which allow Spam. Our Filter uses those lists so if someone has an e-mail account on one of the Blacklisted servers then their mail will be blocked. It is their mail server owner who is responsible for being removed from those lists.
- Keyword Checking – There is a long list of keywords and phrases that if found in the subject or body of the message will be identified as Spam. Examples would include but not limited to phrases such as “don’t miss out,” “find out more,” “100% guaranteed,” “please answer quickly,” “call now,” “adult only,” and a host of obscene phrases. Words included would be Viagra, nympho, erotic, and all those words not fit to print. Yes, we know that not every message with one of those is Spam but these are the most common and if they are removed from the filter will let hundreds or thousands of Spam messages through each day.
- Header Checking – Messages will be blocked if the “From” field is empty, contains more than 4 numbers, or uses part of the recipient’s address/name. They will also be deleted if they have html scripts, contain remotely hosted images in the message body or if the message is mostly a graphic file with very little text. Both of those are methods Spammers use to get past the Keyword checking and often result in the obscene pics being displayed in the message. Messages that have false email headers and faulty return addresses will also be blocked.
- Macro Filter – Any files with Macros will be rejected and deleted, both incoming and outgoing. These are a potential security risk due to what could happen when a Word or Excel file is opened with a destructive Macro. Those are extremely easy for an end-user to create and then send to anyone with destructive results as soon as they open it.
- Bayesian – This is the “Smart” filter that uses algorithms to identify potential Spam. It results in a lot of false positives but the decision was made to delete all Bayesian identified messages instead of tagging them and sending them on through. This means that many thousands of messages are deleted each day and are not logged due to the size, so many legitimate messages are deleted as Spam and we have no way to trace what happened.
- Directory Harvesting – If someone sends a message that has several incorrect addresses in the “To:” field then the entire message will be rejected. This helps prevent Spammers from just sending a huge distribution list of potential names and getting lucky with some.
- Custom Blacklist – Individual mail addresses and entire mail domains can be added to a custom list to be blocked.
- File Attachments – Many types of files are blocked for security reasons and include those such as VBS, EXE, COM, BAT, and ZIP. Files such as XLS, PPT, and DOC are NOT blocked unless they contain Macros. File attachments are quarantined so if they don’t have a Macro then they can be forwarded on to the recipient if they are work-related and the recipient lets us know when they get an automated notification that it was blocked.

WASTE, FRAUD, AND ABUSE

In compliance with [White House Executive Order 12731](#), the Sumter County School System provides all employees and vendors with confidential channels to report suspicious activities. Sumter County School System has established a system for reporting and investigating suspicious activities.

DEFINITIONS

Fraud - the intentional deception perpetrated by an individual or individuals, or an organization or organizations, either internal or external to Sumter County Schools that could result in a tangible or intangible benefit to themselves, others, or the locality or could cause detriment to others or the locality. Fraud includes a false representation of a matter

of fact, whether by words or by conduct, by false or misleading statements, or by concealment of that which should have been disclosed, which deceives and is intended to deceive.

Waste - the intentional or unintentional, thoughtless or careless expenditure, consumption, mismanagement, use or squandering of resources owned or operated by the locality to the detriment or potential detriment of the locality. Waste also includes incurring unnecessary costs because of inefficient or ineffective practices, systems, or controls.

Abuse - the excessive or improper use of something, or the employment of something in a manner contrary to the natural or legal rules for its use; the intentional destruction, diversion, manipulation, misapplication, maltreatment, or misuse of resources owned or operated by the locality: or extravagant or excessive use so as to abuse one's position or authority.

STATEMENT OF ADMINISTRATIVE REGULATIONS

The Sumter County Board of Education thoroughly and expeditiously investigates any reported cases of suspected fraud, waste, or abuse of any kind to determine if disciplinary, financial recovery and/or criminal action should be taken.

CONFIDENTIALITY

All reports of suspected fraud, waste, or abuse must be handled under the strictest confidentiality. Only those directly involved in the investigation should be given information. Informants may remain anonymous but should be encouraged to cooperate with the investigators and should provide as much detail and evidence of alleged fraudulent act as possible.

PROCEDURES AND RESPONSIBILITIES

1. Anyone suspecting fraud, waste or abuse concerning federal, state or local programs should report their concerns to the Superintendent or the Superintendent's designee of the Sumter County Board of Education at 100 Learning Lane, Americus, GA 31719, or call (229) 931-8500.
2. Any employee with Sumter County Board of Education (temporary staff, full-time staff, and contractors) who receives a report of suspected fraudulent activity must report this information within the next business day. The employee is to contact the Superintendent or the Superintendent's designee at (229) 931-8500. Employees have the responsibility to report suspected fraud, waste or abuse. All reports can be made in confidence.
3. The Sumter County Board of Education or its designees shall conduct investigations of employees, providers, contractors, or vendors against which reports of suspicious activity are made. All investigations shall be thorough and complete in nature and shall occur in a prompt manner after the report is received.
4. If necessary, the person reporting the fraudulent activity will be contacted for additional information.
5. Periodic communication through meetings should emphasize the responsibilities and channels to report suspected fraud, waste or abuse.
6. A hard copy of these Fraud, Waste, or Abuse Administrative Regulations and [Code of Ethics](#) shall be disseminated to all employees at the beginning of each school year and will sign attesting that he//she has received the information and understands its contents, and be posted in a visible location at all schools and facilities and on the Sumter County Schools website (www.sumterschools.org) on the Federal Programs Web Page.
7. A report shall be made to the Sumter County Board of Education if fraud, waste, or abuse is suspected of or by the Superintendent.

**SUMTER COUNTY ELEMENTARY SCHOOL
EMERGENCY MANAGEMENT PLAN**

**EMERGENCY MANAGEMENT CHECKLIST (PERSONNEL)
2021-2022**

1. School Site Emergency Coordinator: Ms. Teira Wallace
2. Alternate School Site Emergency Coordinator: Dr. Brooks Robinson
3. School Emergency Team Members:

Chandra Harden	Carol Briley	Becky Schabeck	Jonetta Williams	Tina Cook	School Nurse
Wanda Jordan	JoAnne Griffin	Heather Singley	Ashleigh Wadsworth	Kristal Minter	
Lee Wright	Patricia Williams	Tarsha Carter	Latorri Lewis	Custodians	
4. Person to keep Central Office informed: Ms. Wallace, Dr. Robinson, or Wanda Jordan
5. Persons to notify parents and spouses of injured: Wanda Jordan & Patricia Williams
6. Persons to identify injured and fatalities: Dr. Robinson & School Nurse
7. Person to report to the hospital to coordinate information from hospital to school and central office: Chandra Harden
8. Persons to work telephones: JoAnne Griffin & Patricia Williams
9. Person responsible to update parents and public: Ms. Wallace
10. Media Communication area: Ms. Wallace
11. Person responsible as spokesperson to Media: Ms. Wallace
12. Reception area for parents and public: Media Specialist, Tina Cook, & Becky Schabeck
13. Person responsible for compiling a roster of students absent from school at time of crisis: JoAnne Griffin & Patricia Williams
14. Persons responsible for releasing students to parent and non-parent adults: Office Personnel
15. Person responsible for letter and/or notification of crisis intervention: Ms. Wallace
16. Person responsible for working with crisis agencies staff to identify and assist in securing any potentially dangerous utility system(s): Custodians
17. Person responsible for acquiring and distributing food to emergency personnel: Connections Team

18. Alternate means of communication: Dr. Robinson

19. Persons responsible for directing traffic: Carol Briley & Lee Wright

20. CPR Certified: School Nurse

21. Public Assistance/Utilities & Phone Numbers:

Georgia Power 924 – 3683

American Red Cross 924 – 2026

Police Department 911 or 924 – 3677

Sheriff's Department 924 – 4094

Fire Department 911

City of Americus 924 – 4411

Sumter EMC 924 – 8041

Environment Emergency 1 – 800 – 424 – 8802

Phoebe Sumter Hospital 924 – 7850

Poison Control Center 1 – 800 – 222 - 1222

Georgia Natural Resources 1 – 800 – 241 - 4113

Sumter County School System Crisis Lock-Down Plan

The objective of this plan is to devise a system that will help all Sumter County Schools uniformly respond to emergencies and crisis situations. The plan will enable administrators to account for all students and staff during a period of emergency or crisis.

This Crisis Lock-Down utilizes a color code system. The color code system employs five colors to identify emergency/crisis situations:

CODE RED is used when there is immediate danger for students, and/or staff. Only the principal or official designee has the authority to issue a **CODE RED ALERT**.

CODE YELLOW is used to alert staff of a situation that could develop into a CODE RED situation.

CODE BLUE is used to advise staff of severe weather conditions.

CODE BROWN is used in the event of a bomb threat.

CODE GREEN is used to notify that all previous codes have been lifted and that school functions should return to normal.

Possible CODE RED Situations

A person in the hallway or on the campus with a weapon.

A serious fight that involves multiple aggressors or multiple victims.

A situation on campus that requires the assistance of an outside agency such as an ambulance, fire truck, or police officers.

Procedures to Follow During CODE RED

In the Classroom:

Lock the door. Place insert in door window (if applicable).

Account for all students (call roll or make a list).

DO NOT allow anyone to leave or enter your room.

Wait for further instructions to be announced.

In the Lunchroom:

Account for all students (call roll or make a list).

Wait for further instructions to be announced.

In the Gym:

Shut all doors and do not allow ANYONE to leave.

Account for all students (call roll or make a list).

Wait for further instructions to be announced.

Outside Activities or Classes:

Teachers direct students to a pre-designated area and remain there until further notice from an administrator.

Teachers Eating Lunch or in Planning Period:

Report **IMMEDIATELY** to assigned area to receive instructions.

Before School or After School:

ALL teachers use professional judgment in managing students under these circumstances.

Move students away from the problem area.

Work as a team to gain control of the situation.

Stay as calm as possible.

STAFF MUST ASSUME THE RESPONSIBILITY FOR SUPERVISING STUDENTS IN AND OUT OF CLASS SETTINGS.

Possible CODE YELLOW Situations

When administrators are aware of circumstances with the potential to develop into a CODE RED situation at some point during the day.

CODE YELLOW is to be used as a precautionary code to alert teachers, faculty, and staff that a serious situation may be developing. It would allow administrators to isolate and shut down specific hallways or areas of the school to conduct locker searches and/or student searches.

Procedures to Follow During CODE YELLOW**In the Classroom:**

Account for all students (call roll or make a list).

Restrict the outgoing student traffic from your room (hall passes, bathroom passes, etc.).

Wait for further instructions to be announced.

In the Lunchroom:

Account for all students (call roll or make a list).

Wait for further updates or bulletins.

In the Gym:

Account for all students (call roll or make a list).

Wait for further updates or bulletins.

Possible CODE BLUE Situation

Sudden and/or severe weather conditions such as heavy rain, thunderstorms, lightning storms, etc.

CODE BLUE can allow for buses to be loaded in an orderly and timely manner with minimal exposure of students to the weather conditions.

CODE BLUE is not meant to replace or interfere with existing emergency drills and procedures (ex. Fire drill and tornado drill).

Procedures to Follow During CODE BLUE**In the Classroom:**

Account for all students (call roll or make a list).

Restrict students from leaving the room.

Wait for further weather updates or bulletins.

In the Lunchroom:

Account for all students (call roll or make a list).

Wait for further weather updates or bulletins to be announced.

In the Gym:

Account for all students (call roll or make a list).

Wait for further weather updates or bulletins to be announced.

Possible CODE BROWN Situations

To be used **ONLY** in the event of a bomb threat. A bomb threat may be received at any time. There is always a chance that a threat may be legitimate. Appropriate action should be taken in each case to provide for the safety of students and staff.

Procedures to Follow During CODE BROWN

All students and staff are to **evacuate** the building and **immediately** report to designated area.
Account for all students (call roll or make a list).
Wait for further instructions.

Possible CODE GREEN Situation

CODE GREEN is used to return to normal school operations once the situation or crisis has been resolved.

SUMTER COUNTY ELEMENTARY'S CODE RED PROCEDURES

*In the event that the following is announced twice over the intercom, “**Teachers, please send the red folder to the office,**” the following procedures will be followed:*

~Custodians and/or administrators will close and lock all hall and entrance/exit doors.

In the Classroom:

***** REMIND STUDENTS TO REMAIN QUIET****

Lock the door. If you have a door window, place paper insert in the window of the door to block vision.

Turn off the lights.

Account for all students. Have your roll book in hand.

Make a list of students not physically in your room at the time (absent included) to keep with your roll book.

Huddle down in area near bulletin board away from the door.

DO NOT allow anyone to leave or enter your room.

Wait for further instructions to be announced. **DO NOT** turn on lights nor unlock doors until “**All Clear**” is announced **twice** by Patricia Williams. Ms. Wallace will come on the intercom after Patricia Williams to announce “**All Clear**” twice. At this time, **CODE RED** will be lifted. In the event that Patricia Williams nor Ms. Wallace is able to announce “**All Clear,**” Dr. Robinson is next in line, then Wanda Jordan, and then JoAnne Griffin.

In the Lunchroom:

Students will be instructed to sit down on the floor and/or move away from the windows.

Wait for further instructions to be announced.

Outside on the Playground:

Classes with their teacher will need to quickly move inside to their classrooms.

P.E.—Coaches will quickly move students to the gym and lock doors.

****If you are on your planning time, quickly get to where your students are (if possible) or move to the nearest secure area.**

The following people will check the restrooms for students on each hall and/or secure the doors:

Red Hall—Zeb Jackson Green Hall—TBD *Secure Assigned Hall Doors--Custodians

Yellow Hall—TBD Blue Hall—Jeremiah Lyles Front Entrance—Ann Wells Side Entrance Between
Office & Counselor's Office—Anthony Darling

*If students are in the restroom, the assigned person will take them to the nearest secure room and lock the door.

Office Personnel

If possible, lock the office doors then go to the vault.

Lock the doors of the vault.

Wait for further instructions to be announced.

Nurse

Close and lock the door to the nurse's office.

Make a list of students with you.

Wait for further instructions to be announced.

*****IN CASE OF A HOSTAGE SITUATION—ADMINISTRATOR SHOWS UP AT YOUR DOOR—ONLY OPEN WHEN “I ***INSIST*** YOU OPEN YOUR DOOR” IS STATED.

General Safety Procedures

~All visitors will check in at the office through the front entrance and will not be allowed to visit classrooms.

~All exterior doors will remain locked throughout the day.

~Students will be supervised by duty people, teachers, and administrators throughout the day.

~Each drill is to be taken serious. Teachers are responsible for instructing their students in the proper procedures for **ALL** disaster drills. Teachers are accountable for their students during **ALL** disaster drills and must have their roll book in hand.

*****Parents will not be able to pick up their child(ren) until “All Clear.”**



SUMTER COUNTY SCHOOLS

CODE RED is used when there is immediate danger for students, and/or staff.

CODE YELLOW is used to alert staff of a situation that could develop into a **CODE RED** situation.

CODE BLUE is used to advise staff of severe weather conditions.

CODE BROWN is used in the event of a bomb threat.

CODE GREEN/ALL CLEAR is used to notify that all previous codes have been lifted and that school functions should return to normal.

TORNADO DRILL PROCEDURES

TORNADO WATCH

In a Tornado Watch, weather conditions favor the development of a tornado in your area. No tornado has been sighted yet, but the emergency plan should be reviewed. Students should be ready to take action on a moment's notice. In the case of a Tornado Watch, an announcement will be made over the P.A. system.

TORNADO WARNING

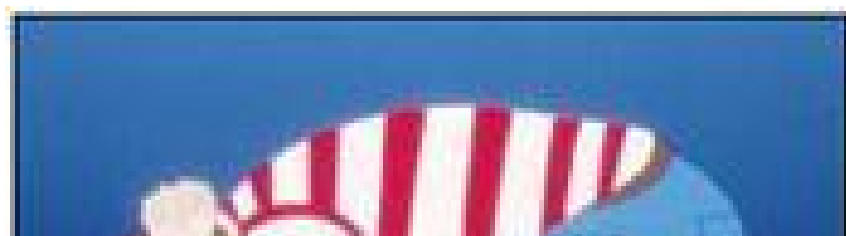
A tornado has been sighted in your area. Implement emergency plans immediately. In the case of a Tornado Warning, an announcement will be made over the P. A. system.

EMERGENCY WARNING AND DRILL PROCEDURES

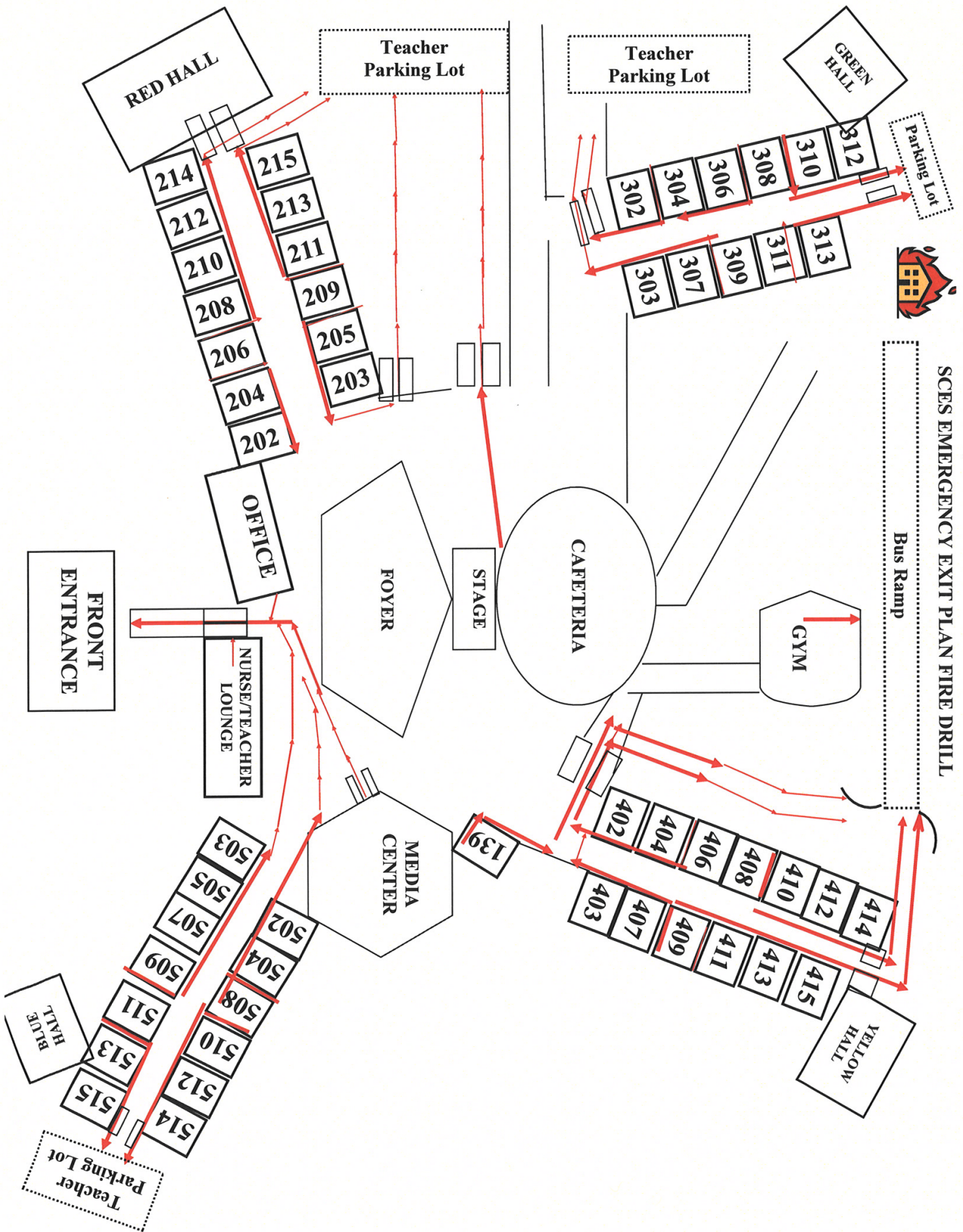
Children should face the interior wall of the hallway (cement block wall) and drop quickly to their elbows and knees. They should cover the backs of their necks and heads with their hands. If they have jackets or coats with them, these should be used blanket-fashion to provide additional protection for head and body. Children should remain in this position until the "all clear" is sounded on the P.A. system.

Teachers in mobile classrooms should move their students to the designated area and assume the protective position. ***SEE DIAGRAM BELOW.***

Teachers should have their attendance roster with them and must CALL ROLL.

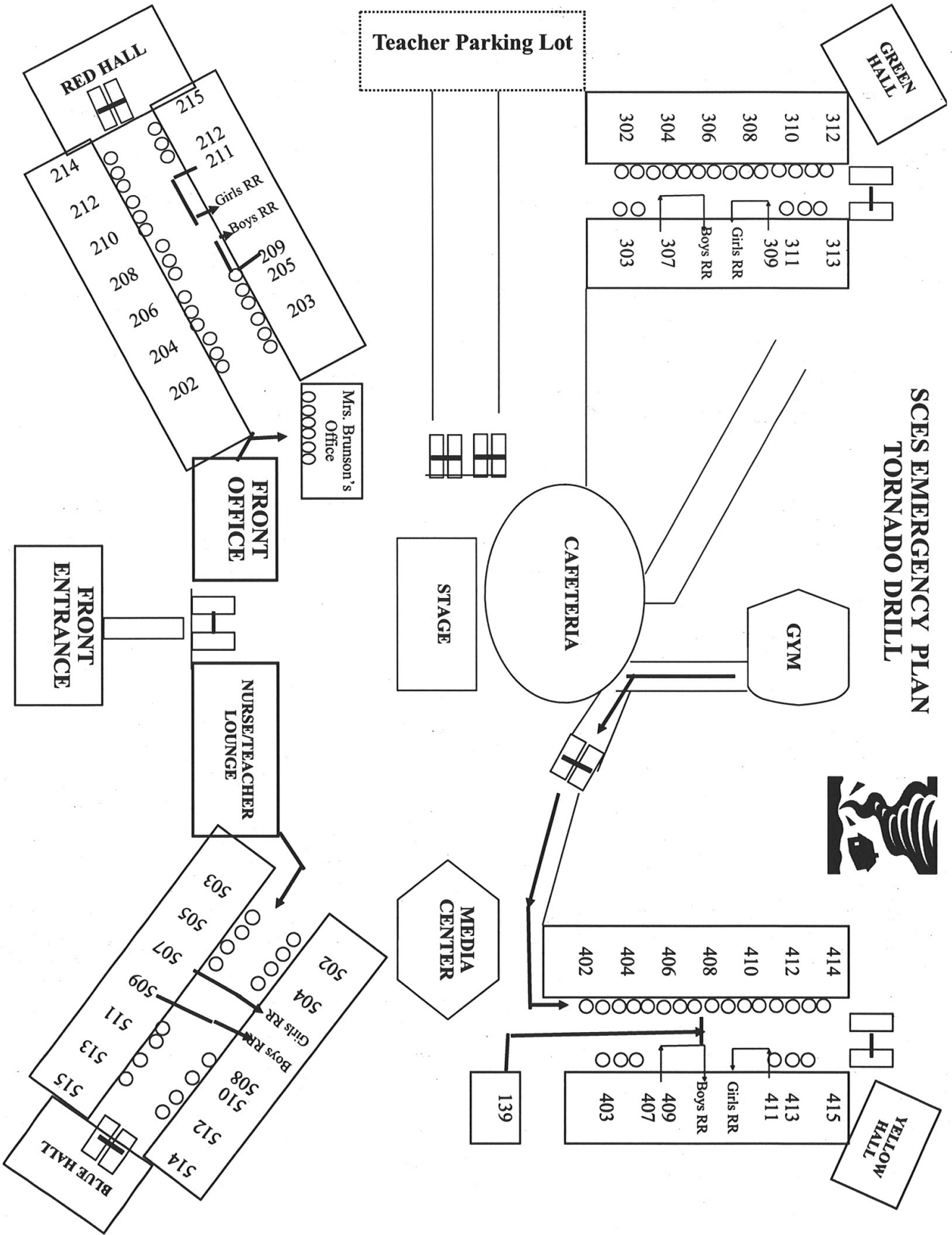


Emergency Exit Plan Fire Drill Map



Emergency Plan Tornado Drill Map

SCES EMERGENCY PLAN TORNADO DRILL



APPENDIX

Complaint Form for Federal Programs under the Elementary and Secondary Act of 1965

Please print

Name (Complainant):		
Mailing Address:		
Phone	Number	(Home): _____

Phone Number (Cell): _____		
Phone Number (Work): _____		
Email Address: _____		
Agency/Agencies complaint is being filed against:		
Date on which violation occurred:		
Statement that the Sumter County Schools has violated a requirement of a Federal statute or regulation that applies to an applicable program (include citation to the Federal statute or regulation) (attach additional sheets if necessary):		
The facts on which the statement is based and the specific requirement allegedly violated (attached additional sheets if necessary):		

Signature of Complainant

Date

Signature of District Receiving

Date

***In order to file a complaint regarding Fraud, Waste or Abuse involving US Department of Education funds or programs, please visit <http://www2.ed.gov/about/offices/list/oig/hotline.html>**

Sumter County Elementary School
Classroom Management Plan
2021-2022

TEACHER: _____

GRADE: _____

RULES (4-5):

1. _____

2. _____

3. _____

4. _____

5. _____

CONSEQUENCES:

1st _____

2nd _____

3rd _____

4th _____

COMMENTS:

****Any changes to this Classroom Management Plan will be turned in accordingly.**

Teacher's Signature: _____

Date: _____



2021-2022 Student Dress Code

Students, at all times, should observe the rules governing body cleanliness, neatness of appearance, and good grooming. T-shirts with improper suggestions or advertising of any alcoholic drink, or illegal substance will not be allowed at school. When, in the opinion of administration or teacher, a pupil is inappropriately dressed for school, parent(s)/guardian(s) will be called for proper school attire. Though pupils have the right to choose individual dress, the school has the responsibility to see that the attire is not immodest or offensive to anyone.

The following rules must be adhered to by all students:

1. Shoes must be worn at all times. NO flip flops, NO house/bedroom shoes; NO stiletto high heels. Big flat high heels are OK. Socks should be worn with all shoes except sandals. Some classes, for health and safety reasons, may require shoes which cover the entire foot.
2. Shirts with profanity, alcoholic beverages, marijuana, drug pictures, suggestive writing or pictures cannot be worn to school.
3. No bicycle shorts/pants are allowed.
4. **Pants must be at the waist with a belt above the buttocks.**
5. Hair must not be in eyes or in rollers; no rags/wave caps; no bandannas; no sweatbands or stocking caps.
6. No combs, rakes or picks are to be worn in the hair. Rat tail combs are not allowed.
7. Students will not be allowed to carry brushes or combs around in their hands. If caught, the Items will be taken and given to the administration.
8. All pants **MUST** be worn around the waist.
9. No hats, caps, sun visors, or headgear may be worn on campus.
10. Knee length shorts may be worn by all students, no cut-offs or ragged jeans or shorts, no gym shorts, no short shorts - Skirts must be within three inches of the knee cap.
11. Jeans should have **No holes above the knee**. Any holes must be knee or below.
12. No cut-off shirts or shirts which show midriffs.
13. Proper under garments must be worn at all times.
14. No sunglasses are to be worn on eyes or head.
15. No buttons with vulgar or obscene saying. No buttons with advertised drugs or alcohol.
16. Long pants must go to the ankles...**not rolled up, stuck in shoes or socks, or bound up with rubber bands, folded up, wrapped up, or tucked up on the outside.**
17. Students must adhere to all rules governing the dress code; students will not be allowed to Attend classes dressed inappropriately. Parent(s)/guardian(s) will be notified to pick up the child or to bring appropriate clothing to the school.
18. Nose rings, tongue rings, brow rings will **NOT** be acceptable. Earrings on girls will not be oversized. Boys are not allowed to wear earrings while at school. No necklaces with medallions larger than one (1) inch in diameter may be worn. No oversized clothing. No towels or bandanas, do-rags or other objects hanging from pockets.
19. No apparel or accessories that are considered inappropriate or distracting by the principal.

***Administration will use its discretion on whether or not student attire is appropriate.**

Dress shall not be extreme to the point of creating a disturbance of the educational atmosphere.

Disciplinary actions are as follows:

- | | |
|-------------------------|---|
| 1 st Offense | Sequester in ISS until clothes are changed/call parents.
Letter will be sent home. |
| 2 nd Offense | Sequester in ABE after school the rest of the day.
Assigned to ABE next day |
| 3 rd Offense | Follow regular disciplinary procedures. (ABE--2 Full Interventions) |

Girls

1. No miniskirts or mini-culottes. No short dresses over tights. Skirts and/or dresses must be No more than three inches above the knee. NO bare-back dresses or blouses exposing the Entire back, stomach, cleavage, or undergarments. **Cleavage must be covered up and not visible.**
2. Dresses with slits: NO slits longer than four (4) inches above the knee.
3. No tank top dresses unless an acceptable shirt is worn over the dress at all times.
4. Sun dresses must be worn with a jacket at all times.
5. No spaghetti strap blouses or dresses unless an acceptable shirt is worn at all times.
6. No tube tops.
7. No sweaters, jackets, or shirts may be tied around the waist.
8. No writing across the buttocks or pants or shorts.
9. Nose rings, tongue rings, or brow rings will **NOT** be acceptable.
10. No stiletto high heels during the school day.
11. No fish net tights may be worn, or holes in pants above the knee.
12. No fish net tights or skin tight pants/or blue jeans may be worn to school.

Boys

1. No muscle shirts or tank tops. No net or mesh shirts unless a shirt with sleeves is worn underneath.
2. No baggy pants.
3. All pants must be worn at the waist. Pants must be above the buttocks and tight enough in The waist that they do not fall down and have to be constantly pulled up.
4. No belts should hang from pants or shorts.
5. No white T-shirts or under shirts worn as an outer shirt.
6. No rags or bandanas hanging out of pockets.

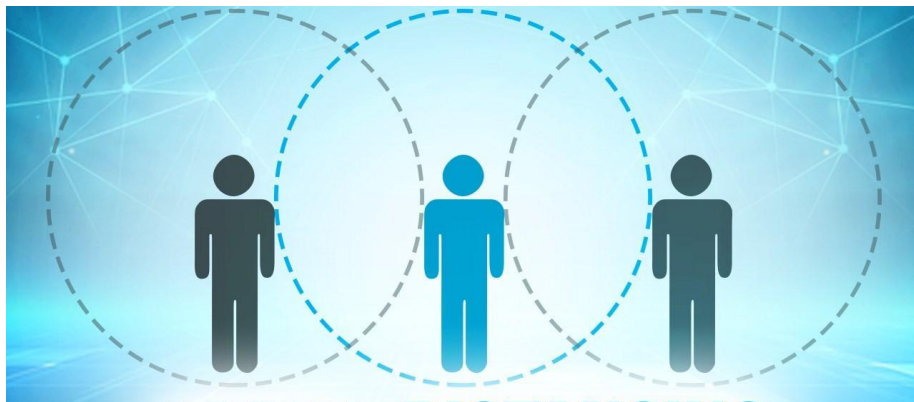
ADMINISTRATIVE PROCEDURE

Sumter County Board of Education Approved: 4/13/2017

Social Distancing Reopening Plan

- Upon arrival, temperatures will be checked before anyone can enter the building. People with a temperature below 100.3° will be allowed to enter. *If necessary, a person with a temperature above 100.3° may be escorted to the Isolation Room—Room 202.
- **Only** two points of entry will be utilized. The points of entry will be the **front entrance** and the **side entrance** from the parking lot leading up to the two sets of double-doors.
- A face mask is suggested to be worn upon entering the building and in moving around within the building; therefore, each person will be expected to bring his/her own mask.
- Social distancing (at least six feet apart) will be expected when encountering someone and when meetings are held.
- The use of hand sanitizer and frequent handwashing are two practices that are also expected to take place.
- Common areas (adult restrooms and the workroom) will have disinfectant spray and wipes and hand sanitizer and soap available for adults to utilize.
- Classrooms will have disinfectant wipes and hand sanitizer for the adults to utilize.

*It is my goal to ensure a safe, coronavirus-free work environment. In doing so, I need everyone's cooperation and support. Thanks!



Sumter County Safety



Schools COVID-19 Protocols/Procedures

Providing a safe environment for our faculty and staff is of utmost importance during this pandemic. For safety purposes, anyone entering the school building will have their temperature checked daily.

Everyone is asked to please adhere to the following procedures:

- Check each morning for signs of illness such as fever, cough, difficulty breathing, sore throat, runny nose, nausea, vomiting, or diarrhea. If you have a temperature of 100.4 degrees or higher, you should contact your supervisor immediately and do not report for work.
- If you are exhibiting symptoms of COVID-19, schedule testing immediately.
- All faculty and staff will be required to have their temperatures checked each morning by their designated team leader.
- Any employee who has a temperature of 99 degrees will be given 3-5 minutes to cool down and have temperature rechecked. If the temperature is unchanged, the employee will be placed in a holding room until the temperature goes down or asked to go home.
- Any employee who has a temperature of 100.4 degrees will be sent home. If the temperature returns to normal within 24 hours, employee may return to work.
- Any employee who has a temperature of 103 degrees will be sent home to begin a 10-day quarantine.
- Any employee who tests positive must self-quarantine for 10 days.
- Isolation can be discontinued 10 days after symptom onset and resolution of fever for at least 24 hours, without the use of fever-reducing medications.

- Individuals who had mild or moderate illness and are not severely immunocompromised can return to work after:
 - ✓ At least 10 days have passed since symptoms first appeared; and
 - ✓ At least 2 hours have passed since last fever without the use of fever-reducing medications; and
 - ✓ Symptoms (e.g., cough, shortness of breath) have improved.
- Individuals who had severe to critical illness or who are severely immunocompromised can return to work after:
 - ✓ At least 20 days have passed since symptoms first appeared; and
 - ✓ At least 24 hours have passed since last fever without the use of fever-reducing medications; and
 - ✓ Symptoms (e.g., cough, shortness of breath) have improved.
- Asymptomatic persons with confirmed COVID-19:
 - Who are not severely immunocompromised can return to work after
 - At least 10 days have passed since the positive laboratory test and the person remains asymptomatic
 - Who are severely immunocompromised can return to work after
 - At least 20 days have passed since the positive test and the person remains asymptomatic
- Asymptomatic persons who test positive and later develop symptoms should follow the guidance for symptomatic persons above.

- *Employees are asked to be familiar with local COVID-19 testing sites in the event you develop symptoms. This may include sites with free testing available.*
- *Review and practice proper handwashing techniques at work, home, and especially before and after eating, sneezing, coughing, and adjusting a face cover.*
- *Have multiple cloth face coverings, so you can wash them daily and have back-ups.*
- *Develop daily routines before and after work, for example: things to bring with you each day (hand sanitizer and additional cloth face coverings), and things to do when you return home (wash hands immediately and wash worn cloth face coverings).*

WEAR A FACE COVERING TO PROTECT OTHERS**Virtual Learning Expectations**

Since we will be providing virtual instruction to our students, please be aware of the following expectations:

- Be positive at all times. We're ALL in this TOGETHER!
- Teams and partners must work together. We are not in a competition with one another; however, we are competing to deliver the best instruction possible to our students.
- Don't be afraid to ask for HELP.
- ALL HANDS ON DECK. Everyone is expected to help with meeting the needs of our students and in providing a wonderful work environment.
- Lesson planning is expected. Teachers will post a projected schedule weekly (Playlist).
- Be prepared EACH and EVERY day. "Chance favors the prepared mind," from Louis Pasteur.
- Keep Google Sites up-to-date

- Code of Ethics
- Moral Turpitude
- Complaints and Grievances
- Fraud, Waste, and Abuse
- Child Abuse
- Drug-Free Workplace
- Harassment
- Internet Acceptable Use Guidelines and Policies

Furthermore, I understand that this acknowledgement will be kept on file at Sumter County Elementary School and a copy will be on file with Sumter County Schools' Director of Human Resources.

Employee's Name (printed): _____

Employee's Signature: _____

Date: _____

